



The University of British Columbia

Staff Job Postings

THIS POSTING LISTS THE CURRENT UBC VACANCIES AS OF Date:02-JAN-2012

PLEASE POST ON A BULLETIN BOARD IN A CONSPICUOUS PLACE

THE UNIVERSITY OF BRITISH COLUMBIA

APPLICATION INSTRUCTIONS

All career opportunities can be accessed at: www.hr.ubc.ca/careers

INTERNAL APPLICANTS

Internal applicants will apply for positions using the myCareer feature in the self-service web portal, accessible by logging in with their Campus Wide Log-in (CWL) ID.

EXTERNAL APPLICANTS

External applicants will create their online profile by visiting www.hr.ubc.ca/careers. Once you have selected the position you would like to apply for, you can create your online profile and upload your resume.

For those wishing to apply using a paper format, please submit an application resume for each position for which you wish to be considered, by specifying the Position and Job ID, to:

THE UNIVERSITY OF BRITISH COLUMBIA

Human Resources

350-2075 Wesbrook Mall

Vancouver, BC

V6T 1Z1

The Job Posting does not imply that any applicant will necessarily be selected for the position, nor is the classification as listed a commitment by the University to appoint an applicant to the classification.

Applications for each of the following vacancies should be submitted by 11:59PM on the posting close date.

VIEW OUR CAREER OPPORTUNITIES WEEKLY

Sign up for Job Alerts within myCareer to receive email notifications when new opportunities are posted online.

VIEW YOUR APPLICATION STATUS

View the status of your application(s) by logging into myCareer. You can also choose to apply for multiple job postings at the same time.

Note: Unless otherwise indicated, positions are full-time Monday to Friday.

Research Grants, Capital Funds and Self-supporting positions can be continued only as long as funds are available.

UBC hires on the basis of merit and is committed to employment equity. We encourage all qualified persons to apply.



Job Posting

Job ID: 11806 (Repost)
Location: Kelowna - UBC Okanagan
Employment Group: BCGEU UBC-Okanagan
Job Category: Research/Technical - BCGEU
Classification Title: Research Assist./Tech. II **Business Title:** Research Assist./Tech. II
Department: UBCO-BarberArts&SciencesUnit 2
Salary: \$36,036.00 (Annual)
Full/Part Time: Part-Time (50%)
Desired Start Date: 2012-01-04
Job End Date: 2012-04-30 **Possibility of Extension:** Yes
Funding Type: Self Funded
Other:
Date Closed: 2012-01-02 **Available Openings:** 1

Part-time salary for this position is \$36,036 x 50% = \$18,018.00 per annum.

Job Summary

Performs technical tasks and follows established protocols. Responsible for propagation of multiple cell lines and performs a number of biochemical and molecular biology assays. Responsible for the cleanliness of the laboratory and the preparation and upkeep of general use laboratory reagents. Under supervision from the principal investigator is also responsible for the care of laboratory equipment and participates in day-to-day operations of the laboratory.

Organizational Status

The Laboratory of Cellular and Molecular Pharmacology is part of the Irving K. Barber School of Arts and Sciences at the UBC Okanagan campus. The principal investigator is responsible for day-to-day operations of the Laboratory and supervises research group members, which may include other research assistants, post-doctoral fellows, graduate students, undergraduate students, directed studies students and visiting scientists.

Reports directly to the principal investigator for experiments and lab organizational tasks. Works with minimal supervision once proficiency in the duties assigned has been established.

Work Performed

1. Responsible for propagation of multiple cell lines and a number of biochemical and molecular biology assays by:
 - Growing and maintaining mammalian cell cultures including assisting in tissue culture medium preparation, cultures multiple cell types, maintains tissue culture incubator and assisting with performing cell culture experiments involving application of various inhibitors and activators of cellular functions.
 - Assisting with experiments involving: live dead cytochemistry and enzymatic assays, enzyme-linked immunosorbent assays (ELISA), extraction of mRNA from cultured cells, reverse transcription and PCR reactions, Western-blotting.
 - Helping with measurements of the effects of various receptor agonists and antagonists on cellular functions by using cell culture techniques as well as studies of the effects of novel compounds and plant extracts in various biochemical and enzymatic assays.
2. Responsible for lab maintenance by:
 - Ordering equipment, reagents and supplies.
 - Tracking of supply inventory, unpacking lab supplies and putting them in proper places.
 - Assisting in the maintenance of laboratory equipment.



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-Maintaining detailed lab book, recording experimental data and using standard software (Word, Excel) to prepare written progress reports.

3. Performs other related duties as required.

Supervision Received

Initially, the principal investigator will give detailed instruction for all tasks and experiments. The incumbent will also be required to complete UBC Okanagan WHIMS and Biosafety courses. Periodic supervision may also be given on a specific research project from a senior graduate student or post-doctoral fellow. Once the tasks and techniques have been mastered, supervision will be minimal unless a specific need arises.

Supervision Given

The incumbent is expected to introduce new research group members to lab safety and general operating procedures. He/she may be expected to provide limited training to new undergraduate and graduate students in molecular biology, biochemistry and tissue culture techniques.

Consequence of Error/Judgement

The incumbent is expected to exercise initiative and judgment in problem solving, establishing priorities, and scheduling own work. Major problems are referred to the supervisor (principal investigator), whereas minor problems are solved by the research assistant, keeping supervisor informed. Completion of various tasks and quality of research will be checked by the principal investigator and/or collaborators from both within and outside of UBC. Poor attention to detail and erroneous data will have negative impact on the progress and direction of research projects. Improper maintenance of the laboratory, reagent consumable stocks, and/or instruments will result in the unnecessary delay of the research.

Qualifications

High school diploma with two years relevant experience. University degree in science (Bachelor of Science) preferred. Ability to exercise initiative and judgment in problem solving, establishing priorities, and scheduling own work. Experience with word processing (MS Office). Ability to understand and apply policies, procedures and instructions, and to operate job-related equipment. Ability to read and comprehend technical material, to coordinate and oversee work processes, and to gather and interpret data. Ability to work effectively independently and in a team environment. Demonstrated ability to be thorough, accurate, and have a high level of attention to detail.

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Job Posting

Job ID: 11993
Location: Vancouver - Point Grey Campus
Employment Group: CUPE 116(Service/Techs/Trades)
Job Category: Engineer Technical - CUPE 116
Classification Title: Engineering Technician 2 **Business Title:** Millwright
Department: Mining Engineering
Salary: \$38,820.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2012-01-16 **Ongoing:** Yes
Job End Date:
Funding Type: Budget Funded
Other:
Date Closed: 2012-01-03 **Available Openings:** 1

Job Summary

This is a junior working level position with continued training and development in technical support. The position is responsible for assembling, installing, aligning, maintaining, repairing and troubleshooting bench and pilot scale mining and mineral processing equipment. Troubleshooting may include diagnosing irregularities and malfunctions, making adjustments, and repairing or replacing parts. Cleaning, adjusting and lubricating machinery are also important maintenance task. Equipment may include a range of mechanical, pneumatic , hydraulic, fuel, and lubrication equipment. The position may be required to assist with the design, development, fabrication, modification and operation of teaching and faculty research equipment. The job function involves safely performing a variety of standard procedures and applying engineering skills.

Organizational Status

Specific instructions and specifications are usually provided but may involve exercising some initiative and judgment. Routine assignments are not generally checked while complex assignments are subject to check and supervision.

Work Performed

Under general supervision and from procedures and techniques outlined, performs one or more of the following:

- * Servicing department equipment, including carrying out mechanical repair and maintenance of specialized equipment and devices after performing diagnostics and analyses;
- * Ensuring all machinery and instruments are maintained at an optimal level;
- * Demonstrating to users the operation of equipment and instrumentation as required;
- * Assist and participate in the design, maintenance, modification and operation of experimental equipment, instrumentation and systems to supplied designs and specifications;
- * Assisting in maintenance of a safe and organized work environment and demonstrating appropriate safety procedures;
- * Maintaining computerized inventory of parts, supplies and repair records as well as ordering and stocking supplies needed for



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equipment maintenance;

* Assisting with selecting and ordering components, parts and materials, by providing appropriate cost estimates;

* Carries out any other related duties as necessary in keeping with the qualifications and requirements of the job;

* Sources and procures appropriate components, parts and materials;

* Diagnoses mechanical faults and carries out necessary repairs or modifications:

1. Operates a wide range of machine shop and instrumentation tools.
2. Maintains and repairs all Department property and equipment.
3. Maintains accurate timesheets for work time charged to appropriate cost centres and submits the timesheets on a monthly basis to the Supervisor, Finance for cost recovery purpose.
4. Assists in the maintenance of a safe and organized working environment through constant awareness of safety issues.
5. Demonstrates students and personnel on proper equipment use, operation, and safety procedures, including specialized equipment and techniques.
6. Maintains inventory of consumables, materials and tools used in undergraduate laboratories to ensure an ongoing availability.
7. Produces work in a timely manner and of a quality commensurate with a technologist working in a similar capacity.
8. Maintains the proper and safe operation of undergraduate laboratories.
9. Maintains a neat and tidy work area and performs other related duties within the classification level.
10. Contributes ideas for improvements to the operation of the undergraduate laboratories.
11. Assists in the reorganization and rearrangement of equipment in the laboratories to meet teaching needs.
12. Undertakes periodic training to refresh and update skills and knowledge related to the job function including training on health and safety issues.

Supervision Received

Reports to CMP Lab Supervisor. Specific instructions and specifications are usually provided but may involve exercising some initiative and judgment. Routine assignments are not generally checked while complex assignments are subject to check and supervision.

Supervision Given

May be required to demonstrate and show the operating sequences of equipment and instrumentation to use.

Consequence of Error/Judgement

Errors could result in a delay in research work or cancellation of teaching labs. Mistakes could result in financial costs to researchers or department.



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Qualifications

Graduation from a technical college or institute. Preference given to a graduate of a maintenance course or program such as the B.C.I.T Industrial Maintenance Mechanic program. 2 years relevant experience. Ability to perform job-related inspections Ability to perform minor maintenance and repair on job-related tools, equipment, and machinery. Ability to recognize potentially dangerous situations and take appropriate action

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Job Posting

Job ID: 12026
Location: Vancouver - Point Grey Campus
Employment Group: CUPE 116(Service/Techs/Trades)
Job Category: Engineer Technical - CUPE 116
Classification Title: Engineering Technician 4 **Business Title:** Engineering Technician 4
Department: Zoology
Salary: \$54,864.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2012-01-16 **Ongoing:** Yes
Job End Date:
Funding Type: Budget Funded
Other:
Date Closed: 2012-01-03 **Available Openings:** 1

Job Summary

This position is responsible for the operations of the Electronic Support Facility of the Department of Zoology supporting academic and research work; this includes performing highly skilled technical duties such as design, fabrication, installation and maintenance of specialized equipment.

Organizational Status

Reports to the Administrator. Discusses requirements of projects with individual researchers, instructors, and staff. Instructs departmental users on equipment usage.

Work Performed

This position is responsible for the day-to-day operations of the Electronic Work Shop to ensure that projects are completed in a timely fashion.

- Design, fabrication, installation and maintenance of electrical, electronic and computerized equipment
- Prepares layout and circuitry design (draft and CAD) of devices and equipment to be constructed
- Modifies equipment for adaptation to specific experiments; selects appropriate components and orders parts
- Instructs, assists, and advises students to support their laboratory experiments and research projects
- Advises and assists faculty with their electronic requirements in research work
- Writes operating manuals for electronic circuits
- Responsible for maintaining stock, inventory records, financial records and other pertinent departmental information
- Position maintains work orders, billing records and submits monthly statements to the Finance office
- Keeps informed of the latest electronic and computer equipment available as well as other technological advancements within the industry.
- Keeps abreast of techniques and developments within the electronic trade through independent means
- Assists in implementing facility policies and procedures

- Responsible for implementing and maintaining safety requirements
- Assists other technicians with related Department projects



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Computing:

- Provides technical assistance to the Zoology Computing Unit
- Primary source of support for desktop computers in the department
- Advises in the purchase and installation of computer hardware, software and peripherals
- Troubleshoots and repairs hardware and software problems using diagnostic and utility software
- Installs software, operating systems, and memory upgrades
- Performs other related duties

Maintenance:

- Responsible for the maintenance and repair of departmental equipment such as; controlled environment chambers, computers and peripheral equipment, radiation counting equipment, centrifuges and autoclaves, amino acid analyzers, medical mass spectrometers, and audio visual equipment
- Coordinates maintenance repairs with other trades

Supervision Received

Position is required to work independently without supervision. Receives general instruction from researchers, instructors and administrator.

Supervision Given

Supervises students, staff, instructors and researchers in the usage and operation of equipment. Ensures safe use of equipment.

Consequence of Error/Judgement

Errors could jeopardize research projects delaying research results. These delays may also have a financial impact. Errors with instructional projects could jeopardize course offerings.

Qualifications

Graduation from a technical college or institute or completion of a recognized apprenticeship. An Electronic Technology certificate plus 5 years experience in a scientific and computing environment or the equivalent combination in education and experience. Minimum 5 years of related experience or the equivalent combination of education and experience. Ability to prepare and complete job-related documents using relevant content and appropriate format (e.g., forms, user manuals). Ability to analyze and interpret data, determine implications, and provide recommendations Ability to communicate effectively verbally and in writing. Ability to work effectively independently and in a team environment. Ability to make thoughtful, informed, and thorough decisions. Ability to prepare cost estimates projections. Ability to resolve technical problems in an innovative manner. Ability to exercise tact and discretion. Physical ability to perform the duties of the job. (e.g., lifting, standing, working at heights) Ability to install and maintain computer hardware. Ability to install and implement computer software applications (e.g., operating systems, databases). Ability to diagnose a variety of computer hardware problems, and complete routine repairs. Ability to prepare complete, concise, and understandable technical documentation.

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Job Posting

Job ID: 12013
Location: Vancouver - Point Grey Campus
Employment Group: CUPE 116(Service/Techs/Trades)
Job Category: Food Services - CUPE 116
Classification Title: Second Cook-Food Services **Business Title:** Second Cook - Baker
Department: Food Services
Salary: \$ 17.13 (Hourly)
Full/Part Time: Part-Time
Desired Start Date: 2012-01-04 **Ongoing:** Yes
Job End Date:
Funding Type: Self Funded
Other:
Date Closed: 2012-01-03 **Available Openings:** 1

Job Summary

Positions in this classification cook, bake and prepare bakery products in accordance with a menu plan production list and assume responsibility for an assigned area of meal preparation in a high volume commercial kitchen.

Organizational Status

Reports to Commissary Baker and or unit managers.

Work Performed

- Cooks and or prepares pastry items, desserts, sweet & savory baking, specialty desserts, breads and other baked items on a large scale and as per production requirements.
- Assumes responsibility for a specific area of food production in the bakery as required for the production.
- Delegating tasks to assistant cooks and helpers in the bakery as required.
- Assesses and ensures quality of finished product prior to shipping out.
- Maintains high standards of sanitation and safety, ensures work is performed in compliance with Food Safe guidelines, UBC policy and UBC Food Services safety guidelines.
- Recommends food inventory levels and assists with maintaining inventory.
- Cleans kitchen bakery and kitchen bakery equipment.
- Relieves responsibilities of other food service workers as operationally required.
- Carries out any other related duties as required in keeping with the qualifications and requirements of positions in this classification.

Supervision Received

Works under general supervision of Commissary Baker and independently as required.

Supervision Given

May delegate work to assistant cooks bakers and other food service workers as required.



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Consequence of Error/Judgement

Decisions relate to the sequence of food preparation; errors may result in minor delays.

Qualifications

Certificate in cooking from a recognized cooking institution and Food Safe Level 1 Certificate. Certificate in Baking and Pastry from a recognized cooking institution. Experience in a high volume bakery, scratch baking experience, cakes, cake decoration and traditional and contemporary desserts. 2 years relevant experience or the equivalent combination of education and experience.

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Job Posting

Job ID: 11982
Location: Vancouver - Point Grey Campus
Employment Group: CUPE 116(Service/Techs/Trades)
Job Category: Food Services - CUPE 116
Classification Title: Second Cook-Food Services **Business Title:** Second Cook - Point Grill/LTK University Centre
Department: Food Services
Salary: \$ 17.13 (Hourly)
Full/Part Time: Part-Time
Desired Start Date: 2012-01-09 **Ongoing:** Yes
Job End Date:
Funding Type: Self Funded
Other:
Date Closed: 2012-01-03 **Available Openings:** 1

Job Summary

Positions in this classification cook and prepare meals in accordance with a menu plan and assume responsibility for an assigned area of meal preparation in a high volume commercial kitchen.

Organizational Status

Reports to Manager and Commissary Chef.

Work Performed

Cooks and or prepares main courses, pastry items, desserts, salads, sandwich plates and specialty items on a large scale and as per unit requirements for established menu plans.

Assumes responsibility for a specific area of food production as required by the unit, delegating tasks to assistant cooks as required.

Assesses and ensures quality of finished product prior to shipping out.

Maintains high standards of sanitation and safety, ensuring work is performed in compliance with Foodsafe, UBC policy and UBC Food Services safety guidelines.

Recommends food inventory levels and assists with maintaining inventory.

Cleans kitchen and kitchen equipment.

Relieves responsibilities of other food service workers as operationally required.

Carries out any other related duties as required in keeping with the qualifications and requirements of positions in this classification.

Supervision Received

Works under general supervision and independently as required.

Supervision Given



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May delegate work to assistant cooks.

Consequence of Error/Judgement

Decisions relate to the sequence of food preparation; errors may result in minor delays.

Qualifications

Certificate in cooking from a recognized cooking institution and Food Safe Level 1 Certificate. . 2 years relevant experience or the equivalent combination of education and experience.

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Job Posting

Job ID: 12020
Location: Vancouver - Point Grey Campus
Employment Group: CUPE 116(Service/Techs/Trades)
Job Category: Research/Technical - CUPE 116
Classification Title: Research Asst/Tech 3 **Business Title:** Research Asst/Tech 3
Department: Geography
Salary: \$41,040.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2012-01-01
Job End Date: 2012-04-30
Funding Type: Grant Funded
Other:
Date Closed: 2012-01-03 **Available Openings:** 1

Job Summary

Under supervision, conducts field work and assists in physical sampling programs on rivers in British Columbia (principally Fraser River).

Organizational Status

Receives supervision from Faculty Supervisor.

Work Performed

Conducts field work on Fraser River, including setting out of survey targets, GPS surveys and sediment sampling.
Conducts photogrammetric analyses using computers. This entails air photo scanning and rectification; recovery of survey reference points from online government files; planimetric mapping of river features; map production.
Requires advanced knowledge of ARC GIS, Adobe Photoshop and Adobe Illustrator.
Assists in field surveys to acquire survey information, including use of a robotic total station and RTK-GPS instrument; enters and rectifies data for map production.
Conducts statistical analyses using standard programs (mostly Excel) and develops algorithms for data manipulation and analysis using Python VBA. Reduces and archives data from advanced hydrometric instruments; requires good knowledge of data management using geodata bases.

Supervision Received

General supervision by Faculty Supervisor. Carries out familiar phases of duties and responsibilities under self-supervision.

Supervision Given

None.

Consequence of Error/Judgement

Position is under supervision of Faculty Supervisor. Errors are most likely to be immediately apparent and so immediately



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corrected. Faculty Supervisor has final responsibility for quality control.

Qualifications

Undergraduate degree in a relevant discipline or Graduation from a technical college or institute. B.Sc. graduation in Physical Geography or environmental science preferred. Minimum of 3 years related experience or the equivalent combination of education and experience. Familiarity with elementary lab procedures, familiarity with ARCGIS, ERDAS-GIS programs, Photoshop, Excel and Python. Three years related experience or an equivalent combination of education and experience. Ability to navigate a small boat safely and to work safely around and on water

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Job Posting

Job ID: 11983
Location: Vancouver - Point Grey Campus
Employment Group: CUPE 2950 (Cler/Secr/Library)
Job Category: CUPE 2950 Administrative Suppt
Classification Title: Administrative Support 4 (Gr8) **Business Title:** Administrative Support 4 (Gr8)
Department: Botany
Salary: \$41,736.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2012-01-23 **Ongoing:** Yes
Job End Date:
Funding Type: Budget Funded
Other:
Date Closed: 2012-01-04 **Available Openings:** 1

Job Summary

Graduate Admissions scholarships Secretary and Assistant to the Department Head. Responsible for planning, implementing and coordinating the administrative activities of the department office.

Organizational Status

Works independently but receives direction from the Department Head and Administrative Director. May be required to coordinate and supervise office staff and occasional temporary employees.

Work Performed

Assistant to the Head:

Acts as personal and confidential secretary to the Department Head by screening all incoming material, prioritizing for the attention of the Head, and redirecting material for reply by other members of the Department. Exercises judgement and confidentiality in all matters.

Ensures that all deadlines are met, particularly those for scholarship, promotion and grant deadlines.

Replies to complex written and oral communications with accurate information and, when necessary, recommends contact with others of the university community.

Schedules a variety of meetings with Heads of Departments, faculty members, staff and students who often have busy and conflicting schedules. Often gathers and prepares information for meetings.

Composes original, complex correspondence on behalf of the Head and faculty committees.

Schedules and attends faculty meetings, records minutes and distributes proceedings. Inputs correspondence, reports, minutes and complex scientific material.

Organizes receptions, retreats, and other department events.

Creates and maintains a database on each faculty hiring search and assists in any follow-up in the completion of each dossier.

Coordinates travel and accommodation arrangements for candidates, schedules and organizes seminar times, meetings within the department and, when necessary, other departments.

Assists Department Head with procedures for tenure and promotion of faculty members. Prepares and collates and forwards completed files for DACOPAT and SAC.

May be required to coordinate and prioritize the workload between Grad Support 2 and Admin Support 1 to ensure that all deadlines are met, in a way that promotes a positive and harmonious environment in an integrated office.



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Records vacation and sick leave requests for all departmental staff.

Responsible for coordination of the on-line Teaching evaluations process for faculty members, and for processing of Teaching Evaluations for TAs.

May be required to perform routine office tasks as assigned.

Graduate student admissions and scholarships:

Acts as first point of contact and provides information to prospective students on all aspects of the Botany graduate program (web page, email, phone and in person).

Interprets university policies and procedures pertaining to graduate students.

Receives and coordinates all admission material.

Manages and administers Faculty of Graduate Studies online application system for Botany.

Assesses eligibility of admission applications, evaluates transcripts, interprets differences between grade reporting practices of other countries.

Ensures recommendation for admission files are complete.

Attends admissions and scholarships workshops (including Affiliated Fellowship NSERC and others) provided by FoGS and communicates essential information to students and faculty.

Advises and responds to enquiries from students and supervisors regarding award application deadlines and requirements.

Assists graduate advisors, faculty and students in compiling applications for several types of student award applications.

Assists in determining the eligibility of current and incoming student scholarship applications.

Accesses SISC to maintain student registration and update course credit allowances. Accesses FSC to input grades, schedule graduate courses, provide class lists.

Schedules meetings for and advises Admissions and Scholarships Committee (TASA), as needed.

Supervision Received

Largely independent but receives direction from both the Head of the Department and the Administrative Director.

Supervision Given

Provides work direction to two full time positions.

Consequence of Error/Judgement

The work requires a high level of tact, discretion and accuracy. Errors in judgement will reflect negatively on the Office of the Head and UBC and could lead to irreparable damage to the Department. If confidentiality is mishandled or breached, professional and academic careers may be affected. Frequent interactions with other departments and student applicants from all over the world requires effective communication and tact to avoid negative impact on the Department and UBC. Providing incorrect information regarding admissions or scholarships could result in delayed admission or rejection, loss of scholarship opportunities.

Qualifications

High School graduation and two year post-secondary diploma. University degree preferred. 4 years related experience or the equivalent combination of education and experience. Minimum 3 years UBC experience preferred including knowledge of UBC Faculty of Graduate Studies Policies and Procedures, in particular familiarity with graduate admissions and the UBC Affiliated NSERC application process. Good working knowledge of office equipment, including ability to trouble-shoot with computers, photocopiers and fax machines. Motivated and highly organised individual able to exercise a high level of tact and discretion; Effective interpersonal, communication, planning and organizational skills are required; Ability to type 70 wpm; Ability to take good minutes for departmental meetings; Team player, with effective organisational, management, and written and verbal communication skills; Experience and high level of competence with word processing, spreadsheets, databases, and other computer programmes; Proficiency in the use of English grammar, spelling, punctuation; and proficiency with professional terminology, technical or scientific vocabulary as required for the job; Ability to multi-task in a demanding environment; ability to compose complex correspondence and reports, tailored to the needs of individual; ability to communicate effectively and tactfully with faculty,



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staff, students and the public in giving and obtaining information, in explaining practices and procedures.

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Job Posting

Job ID: 11947
Location: Vancouver - Point Grey Campus
Employment Group: CUPE 2950 (Cler/Secr/Library)
Job Category: CUPE 2950 Financial
Classification Title: Financial Proc. Spec 5 (Gr6) **Business Title:** Financial Proc. Spec 5 (Gr6)
Department: Treasury
Salary: \$39,168.00 (Annual)
Full/Part Time: Part-Time (57%)
Desired Start Date: 2012-01-24 **Ongoing:** Yes
Job End Date:
Funding Type: Budget Funded
Other:
Date Closed: 2012-01-06 **Available Openings:** 1

Job Summary

UBC Treasury is responsible for the safeguarding and leveraging of the University's \$3.7 billion assets and liabilities. The Financial Processing Specialist 5 is responsible for providing advanced and complex financial processing support to Treasury department clients.

Organizational Status

The Financial Processing Specialist reports to the Office and Administrative Manager, provides support for the entire Treasury team and works closely with Treasury Manager - Cash and Treasury Manager - Debt.

Work Performed

- 1) Monitor, reconcile and investigate errors and exceptions related to complex, multi-million dollar Treasury accounts such as investment income, employee and special loans and General Municipal Services Levies (GMSL)
- 2) Manage transactions with vendors (i.e. Ministry of Finance, debenture holders, appraisers, etc.) including payment processing, invoice issuance and JV processing
- 3) Prepares complex calculations such as GMSL fees and employee housing taxable benefits
- 4) Maintain and update the Treasury departments key listings databases and filing systems including:
 - a) on and off-campus leases and licences
 - b) custodial statements
 - c) letters of credit
 - d) certificates of compliance or interest for debenture issues
 - e) share certificates tracking
 - f) UBC Properties Trust promissory notes
- 5) Maintain the University's legal document filing system (White label files)
- 6) Prepares complex reports and statistics including the Housing Assistance report, Special Loans report, Debt report & ad hoc reports as required
- 7) Makes recommendations and participates on committees to improve efficiency and effectiveness of processes
- 8) Perform other duties, as required.

Supervision Received



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Reports to the Office and Administrative Manager.

Supervision Given

Is not required to supervise; may explain work procedures to new or inexperienced team members.

Consequence of Error/Judgement

Works independently under general supervision. Work is performed in accordance with established procedures and or accepted practices involving freedom to select which methods are applicable in any given situation. Organization of work to accomplish goals is expected.

Qualifications

High School graduation and CGA CMA Level 2 or Payroll CPA Level 1. High school graduation, plus CGA CMA Level 2, plus four years of related experience or an equivalent combination of education and experience required. Excellent verbal and written communication, interpersonal, problem-solving, planning, and organizational skills. Ability to work quickly with a high degree of accuracy. Ability to adapt to changing priorities, multi-task, and meet deadlines. Ability to work both independently and in a team environment. 4 years related experience or the equivalent combination of education and experience. Ability to maintain accuracy and attention to detail Ability to analyze and interpret data, determine implications, and provide recommendations Ability to efficiently and effectively coordinate tasks Ability to anticipate problems and issues and plan ahead Ability to create and accurately maintain record and filing systems Ability to effectively manage multiple tasks and priorities Ability to communicate effectively verbally and in writing Ability to accurately process <function> within required timelines Ability to perform complex analyses Ability to accurately gather, organize, and summarize financial information Ability to analyze and reconcile accounts Ability to identify and respond to contentious or politically sensitive issues with discretion Ability to work effectively independently and in a team environment Ability to exercise tact and discretion Ability to analyze problems, identify key information and issues, and effectively resolve

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Job Posting

Job ID: 11994
Location: Vancouver - Point Grey Campus
Employment Group: CUPE 2950 (Cler/Secr/Library)
Job Category: CUPE 2950 Program Assist
Classification Title: Program Assistant 2 (Gr5) **Business Title:** Program Assistant 2 (Gr5)
Department: Continuing Studies
Salary: \$37,956.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2012-03-12
Job End Date: 2013-04-12
Funding Type: Self Funded
Other: Leave Replacement
Date Closed: 2012-01-08 **Available Openings:** 1

Job Summary

Responsible for course administration and delivery, logistics, materials and student services for multiple adult education programs within UBC Continuing Studies, Life and Career Programs. Takes initiative to ensure effective day-to-day offering of programs. Performs financial processing tasks of a moderately complex nature. Works in collaboration with Program Leaders and Directors from several departments of Continuing Studies.

Organizational Status

Supervised by the Associate Director, Life and Career Programs for day-to-day operations and by Program Leaders and Directors in other Continuing Studies units for specific course procedures. Works closely with other Life and Career Programs staff and may supervise Client Services representative

Work Performed

- Responds to telephone, email and walk in inquiries professionally and in an efficient and timely manner
- Registers students: enters and updates mailing list information and registration data in registration system
- Monitors student payments.
- Investigates and resolves moderately complex problems related to issues such as registration, eligibility, fee appeals, fee assessment errors, rejected student payments, and student installment and tuition plans.
- Responsible for setting up and updating course information in registration system and on web site.
- Processes a variety of forms such as journal vouchers and instructor appointment forms.
- Processes instructor contracts and invoices.
- Performs processing and analysis related to verifying and reconciling monthly ledgers, monitoring expenses, investigating and resolving irregularities, maintaining financial databases, processing requisitions and journal vouchers, and tracking invoice payments.
- Performs processing and analysis related to benefits, accounts payable, and revenue accounting.
- Prepares standard financial reports to assist in developing and monitoring department budgets.
- Accesses the Financial management System (FMS) to look up chartfields and speedcharts, accounts payable vendors and vouchers, general ledger summaries and journal entries.
- Prepares and reviews requisition forms to ensure compliance with policies and adequacy of supporting material, correcting errors when appropriate, or returning to originator.



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- Provides administrative support for a range of Summer Institutes.
 - Coordinates and ensures timely production and distribution of course materials and handouts.
 - Creates student accounts for online courses
 - Provides student access to online courses via the online learning management system and resolves any online access problems.
 - Compiles results of evaluations and surveys to help plan future program offerings.
 - Provides assistance to current and prospective students regarding issues such as student records, course availability, timetabling, tuition fees, income tax receipts and graduation.
 - Responsible for ensuring that students are notified of course changes or cancellations; refunds those students when necessary or transfers them to other courses.
 - Provides basic recommendations for course selection, screening, and referring inquiries.
 - Produces custom reports from the registration system that are used for forecasting and budgeting.
 - Books classroom and special event space on campus and in the community
 - Organizes meetings including catering, room bookings, and requirements.
 - Tracks student grades and evaluates transcripts for graduation eligibility assessment. Coordinates printing of transcripts and graduation certificates.
 - Assists with registration on-site at summer institutes and special events.
 - Creates and maintains administrative files, as well as student records and files (electronic and paper based).
 - Composes routine correspondence including proofing and typing of letters, reports, and other documents.
 - May take notes for staff meetings.
 - Carries out research for marketing as requested by Program Leaders and Directors.
 - Trains new employees and may supervise student course assistants.
 - Assists with promotional activities (posting events online, distributing posters on campus)
 - Assists departmental staff with administrative tasks when required.
 - Performs other duties related to the qualifications and requirements of the position.
 - Single person workstation or shared office. Must be able to handle interruptions, and readjust priorities accordingly.
- Generally expected to work Monday to Friday during normal business hours. Involvement in occasional special events on weekends or evenings may be required.

Supervision Received

Exercises judgment and initiative in dealing with non-routine matters. Works under limited supervision. Performs most duties independently, occasionally consulting supervisor on new or complex problems. Reports to Associate Director, Life and Career Programs and other Program Leaders and Program Directors within Continuing Studies.

Supervision Given

May supervise Client Services representative. Trains new employees. May supervise temporary personnel and student course assistants.

Consequence of Error/Judgement

Failure to complete work in a timely manner may impede the smooth running of a program. Incomplete information or mishandling of client inquiries, concerns or problems can cause a negative effect on the reputation of UBC Continuing Studies and its reputation for excellent service. Providing accurate and timely feedback from clients to program staff is critical to the ongoing improvement of our programs. Inability to multi-task in a hectic environment may result in loss of revenue.

Qualifications

High School graduation and 1 year post-secondary education. University degree preferred. Training in bookkeeping and office procedures and practices. 3 years of related experience or the equivalent combination of education and experience. UBC experience and experience working in a cost-recovery environment preferred. Word processing computer experience and experience with online learning required. Experience with customer service and public relations an asset. Knowledge of adult learning and



professional development workplace-oriented education. Knowledge of UBC Continuing Studies programs, services and publications preferred. Knowledge of registration systems and ability to use word processing, spreadsheet and database applications at an intermediate level. Familiarity with online learning. Outstanding oral and written communication, customer service, interpersonal and organizational skills. Ability to type 50 w.p.m. and to operate normal range of office equipment. Ability to create templates and merge files from databases. Ability to exercise tact and discretion. Ability to prioritize work, multi-task and meet deadlines. Ability to maintain accuracy and attention to detail. Ability to exercise courtesy tact and discretion when handling sensitive and or confidential matters. Ability to work independently and as a member of a team.

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Job Posting

Job ID: 11955
Location: Robson Square
Employment Group: CUPE 2950 (Cler/Secr/Library)
Job Category: CUPE 2950 Reception
Classification Title: Front Counter 1 (Gr1) **Business Title:** Part-time Concierge
Department: UBC at Robson Square
Salary: \$ 16.16 (Hourly)
Full/Part Time: Part-Time
Desired Start Date: 2012-01-16 **Ongoing:** Yes
Job End Date:
Funding Type: Self Funded
Other:
Date Closed: 2012-01-06 **Available Openings:** 1

Job Summary

The part time (casual) concierge works within the Event team to organize and set-up for events, classes and functions at UBC Robson Square. Performs opening procedures while greeting clients, guests, caterers and service providers. Assists customers with any changes or problems with their event requirements, including trouble-shooting basic audio-visual requirements. UBC Robson Square's operating hours are from 7am-10pm (M-F), from 730am-6pm (Saturdays) and as needed on Sundays.

Organizational Status

Reports to Senior Concierge. Works as part of team to provide services for UBC Robson Square. Training temporary or student staff as required.

Work Performed

- Performs opening procedures such as unlocking rooms, ensuring all signage is accurate and in place, ensuring that all rooms are set up according to customer specifications.
- Greets and directs caterers and service providers to the appropriate locations and ensuring that the order is accurate.
- Basic sets up of audio-visual equipment ensuring that the equipment is operational prior to the start of the course or event.
- Ensures that all rooms are fully equipped with supplies (i.e., markers, flipcharts, pens, brushes, notepads, etc.) for events and or classes.
- Troubleshooting basic audio visual and computer problems.
- Assists clients with any additional requests for equipment.
- Assists clients with troubleshooting problems with equipment.
- Monitors customer specifications using computer application. Reports any changes in customer specifications to the Event Planner, including room set-up changes, additions, etc.
- Performs event break-down duties such as: ensuring all equipment is returned to store room; ensuring that room is returned to appropriate layout; ensuring room is tidy and that supplies are put away; and ensuring that room is locked.
- Providing audio-visual technical support when necessary.
- Informs cleaning staff of any additional requirements.
- Informs servery of any additional requirements or changes as necessary. Reports any changes to Event Planner.
- Performs photocopying as required.
- Tracks inventory of supplies.



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- Receives and verifies all in-coming shipments. Enters shipment information into database. Maintains records. Distributes shipments.
- Liaises with water supplier; ensures water cooler levels are maintained.
- Performs other tasks as required.

Supervision Received

Receives detailed instruction on assignment of new duties or unusual problems. Receives updates every term on new programs, courses, pre-requisites, current promotions, policies and procedures. Works with limited direct supervision.

Supervision Given

None.

Consequence of Error/Judgement

All information must be accurate and provided in a courteous, respectful, timely and supportive way. Client service decisions and attitudes have a direct impact on revenues and registrations. For example, inaccurate fee payment and inappropriate refunds can result directly in revenue losses or a decision to attend another institution. Incomplete information or mishandling of client inquiries, concerns or problems can cause a negative impact on UBC's reputation. Providing accurate and timely feedback from clients to program development staff is critical to the ongoing improvement of programs and promotional plans.

Qualifications

High School graduation. . 1 years relevant experience or the equivalent combination of education and experience. Hotel or event experience preferred. Physical ability to perform the duties of the job (e.g., lift up to 50 lbs. using proper lifting techniques) Ability to work flexible weekday evenings (4pm-11pm) and weekends as needed. Ability to effectively use MS Word, EventPro, E-mail, and internet at a basic level preferred. Ability to operate job-related equipment (e.g. photocopiers, calculators, pager, voice mail, etc). Familiarity with basic event equipment such as flipcharts, overhead projectors and data projectors. Ability to provide quality service to customers in a courteous, patient manner. Ability to troubleshoot basic audio visual and computer problems. Ability to communicate effectively verbally and in writing, excellent telephone manner. Ability to deal with a diversity of people in a calm, courteous, and effective manner. Ability to prioritize and work effectively under pressure to meet deadlines. Ability to maintain accuracy and attention to detail. Ability to work effectively independently and in a team environment.

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Job Posting

Job ID: 12015
Location: Kelowna - UBC Okanagan
Employment Group: Excluded M&P
Job Category: Accounting
Classification Title: Senior Budget Analyst **Business Title:** Academic Financial Officer
Department: UBCO-OfcProvst&VicePrinciple
Salary: \$67,383.00 - \$84,230.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2012-01-11 **Ongoing:** Yes
Job End Date:
Funding Type: Budget Funded
Other:
Date Closed: 2012-01-10 **Available Openings:** 1

Job Summary

The Academic Financial Officer provides comprehensive strategic financial management to the Provost and to the Faculties at the UBC Okanagan campus. This position provides financial leadership, strategic guidance and support to the Provost as well as to the Deans, academic leaders within the Faculties, and Administrators.

Organizational Status

Reports to the Provost and Vice Principal, at UBC's Okanagan campus (the "Provost"), with a close functional relationship with the Director of Finance, Deans and Faculty Administrators. From a practical point of view, the Academic Financial Officer will take day to day direction from the Provost while keeping the Director of Finance informed during regular meetings. The Academic Financial Officer has regular contact with senior academic leadership as well as central service offices, e.g. Human Resources, Finance, IT, Treasury, University Counsel, Supply Management, Educational Research, Planning and Analysis, etc.

Work Performed

1. Senior financial officer for the Office of the Provost, overseeing all aspects of financial management by:
 - Developing strong working relationships with the Faculties to gain a strong understanding of Faculty and Department Unit level issues.
 - Monitoring the overall financial effectiveness and efficiency of the Faculties, and assisting and advising the Deans on implementation of changes as necessary in consultation with the Deans.
 - Planning, organizing and directing initiatives for the efficient management of financial resources.
 - Providing advice on the application of financial policies and procedures.
 - Coordinating and overseeing development and implementation of systems, policies and procedures related to financial management within the Faculties.
 - Developing short and long-range financial plans to optimize Faculties' financial effectiveness in conjunction with the strategic goals of the Faculties.
 - Supporting all aspects of planning, budgeting and forecasting.
 - Acting as liaison between the Faculties and Finance on financial matters.
 - Providing strategic direction and guidance to the Department Heads, Directors and Managers within the Faculties.
 - Leading the development and management of reporting requirements related to the Faculties, from transactional level details required to support monthly reconciliation processes to summarized reports to enable decision-making.



- Working with Faculty Administrators monitors existing internal controls throughout the Faculties and ensuring internal controls are operating effectively; reviews internal controls continuously to ensure efficiency is maximized and risks are mitigated.

2. Contributes to strategic planning and direction for the Faculties by:

- Evaluating and developing strategic financial plans, business cases and plans for the Faculties.
- Acting as a member of the senior leadership teams of the Faculties, participating in strategic, budget, and resource decision-making.
- Identifying and researching issues for the Deans and senior leadership teams and coordinating the resolution of these issues.
- Executing, or participating in, the delivery of plans to resolve the issues identified by the Deans and senior leadership teams.
- Working in close partnership with the Deans on special projects and projects of a sensitive, confidential nature by researching background materials, strategizing and presenting recommendations.

3. Performs other related duties by:

- Serving as a liaison between many central University departments and Faculty units, providing regular dissemination of information.
- Keeping abreast of issues pertaining to the Faculties, including participation in a wide range of University projects and committees.
- In conjunction with the Director of Finance, will develop and advise on delivery of training workshops and sessions in support of Finance and University initiatives and Faculty needs.
- Performing other related duties as required.

Supervision Received

The Academic Financial Officer works independently under broad directives from the Provost. Works within broad policy and procedural guidelines in accordance with professional standards. The Academic Financial Officer will keep the Provost, Director of Finance, and Deans informed and up-to-date on the Faculties' financial position and challenges both current and anticipated. Performance is reviewed by the Provost in consultation with the Director of Finance and the Deans in terms of the achievement of long term goals.

Supervision Given

Works closely with Unit Department Heads, Faculty Administrators and Managers.

Consequence of Error/Judgement

As a key senior level position in the Office of the Provost, this position must exercise good judgment and ensure due process has been followed in all areas. The decision or recommendations made will have a significant effect on Faculty and University operations and finances. Failure to provide sound strategic advice and effective leadership on financial policy and procedure along with timely and accurate financial information could seriously undermine decision making and resource allocation. Inaccuracies may lead to mismanagement of resources which could result in significant financial losses and a negative reputational impact. Errors in long term strategic planning could have a lasting negative impact.

Qualifications

Undergraduate degree in a relevant discipline and Completion of an accredited Accounting program (CA, CGA or CMA). A minimum of 8 years of experience or the equivalent combination of education and experience. Demonstrated management level experience in strategic planning, leadership and business process improvement. Knowledge of not for profit accounting and a strong understanding of university structures and operations preferred. Thorough knowledge of large, integrated financial, human resources and administrative management, and budgeting systems. Effective financial, management and strategic planning skills. Ability to identify, as well as creatively solve problems and take initiative to improve processes. Proven financial planning and modeling ability. Exhibited ability to serve in a leadership role where recommendations have significant impact on organizational decision making. Effective oral and written communication, interpersonal and organizational skills. Ability to work with a high degree of



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accuracy, analyze and extract complex data to produce business, statistical and financial reporting. Ability to think strategically, grasp complex business and financial theories, identify key information and issues and suggest viable options as required. Ability to obtain and convey information effectively and with discretion to individuals from all levels of the University and the external community. Proven judgment and decision-making skills. Ability to analyze and redesign business processes to make them more efficient and effective. Ability to develop and implement policies and procedures through a consultative process in an environment of differing needs and views. Ability to work under pressure, adapt to changing priorities, multi-task and meet deadlines. Excellent computer skills; fluency in PeopleSoft or other large ERP system. Strong understanding of internal control concepts. Ability to lead and motivate people, providing mentoring, monitoring and feedback. Ability to deal with a diversity of people in a calm, courteous, and effective manner. Creative, proactive and able to drive organizational change.

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Job Posting

Job ID: 12027
Location: Vancouver - Point Grey Campus
Employment Group: Management&Professional (AAPS)
Job Category: Information Systems & Tech
Classification Title: Info.Sytems&Technlgy, Level B **Business Title:** Support Analyst I
Department: The Media Group
Salary: \$51,099.00 - \$61,343.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2011-12-30
Job End Date: 2012-12-29 **Possibility of Extension:** Yes
Funding Type: Self Funded
Other:
Date Closed: 2012-01-03 **Available Openings:** 1

This position is expected to be filled by promotion reassignment and is included here to inform you of its vacancy at the University.

Job Summary

The Support Analyst I provides technical provides technical advice and support in the use, configuration and selection of software, hardware and network systems and various end user devices. As part of a team of Support Analysts this position provides support for Desktop, Virtual Desktop, Desktop Peripheral Hardware, MACs and local area networks to an ever growing user base across the UBC Point Grey Campus

Organizational Status

Reports to the AV Service Coordinator and the Director. Works closely with other members of UBC Information Technology Services to assist, train, review, research, recommend and implement any and all aspects of system changes and lifecycle. Interacts with several departments within UBC Information Technology Services

Work Performed

Specific Duties include:

- maintains and troubleshoots the microcomputer environment as outlined above including both hardware and software
- tracks, prioritizes and responds to all service requests utilizing in-house ticket systems
- maintains and deploys standard and UBC developed software
- supports and maintains user terminals, ensuring reliability, security and performance
- provides daily support for the local area networks (LANs) hardware and software
- provides training, consultation and assistance to users
- keeps abreast with current microcomputer technology by attending interal and external training courses and through trade journals
- coordinates the migration to a virtual network infrastructure for both the Media Group and Classrooms
- manages the overall security firewall management for The Media Group and Classrooms AV
- setup and on-going support for RoomView - a software monitoring solution for control processors across campus
- team member of the campus wide Digital Signage project
- Tier 2 technical support for the Digital Signage systems infrastructure. Provides desktop support for the classroom desktop computers across campus
- improves remote management to Classroom computers



- troubleshoots classroom AV and IT problems
- coordinates, installs, configures and ensures the on-going usability of classroom desktop hardware and software, network infrastructure and other peripherals
- part of Tier 2 support for the back-end network and server infrastructure
- performs other related duties as required

Core duties include:

- provide advice on information technology improvements, services, policies and procedures
- designs basic record and report formats
- develops training materials and provides training for users in use and configuration of software, hardware, network systems and peripherals
- assists users, both remotely and in-person to diagnose and resolve problems, escalates when necessary and documents problem status and action taken
- performs preventative maintenance tasks, troubleshoots and reports on a variety of computer systems and peripheral equipment
- deploys new hardware, software, networking and security updates
- modifies and debugs existing software application modules using disciplined software development processes, quality standards and procedures
- prepares and maintains documentation in accordance with prescribed standards
- maintains appropriate designations and up-to-date knowledge of current information technology techniques and tools
- performs other related duties as required

Supervision Received

Works under direction within assigned area of responsibility in accordance with agreed objectives and work plan. Keeps Director designate informed of the status of work in progress

Supervision Given

Supervision will be given for some logistics of operational support. Guidance will be provided for internal project activities and planning.

Consequence of Error/Judgement

Decisions that could affect multiple users will be made in conjunction with the Director or AV Service Coordinator. Impact of decisions can affect any number of users and ultimately serve to disrupt expected level of commitment. An error in judgment or action without thought can result in varying impacts that ultimately could affect services provided to and used by UBC Students, Faculty and Staff

Qualifications

Undergraduate degree in a relevant discipline. Undergraduate degree in Computer Science preferred. Professional development courses in information systems analysis and design as well as personal development courses through courses and seminars preferred. Minimum of two years experience or the equivalent combination of education and experience. Two or more year's related experience supporting a variety of PC, LAN and other technical environments. Ability to train. Demonstrated experience working with both technical and user personnel Ability to install and maintain computer networks, print servers, active and effective directory deployment and management and software distribution tools. Experience with virtualized computing environments Ability to diagnose a variety of computer software problems, and complete routine repairs. Ability to work effectively independently and in a team environment. Ability to actively collaborate and solicit ideas and opinions from others efficiently and effectively. Ability to develop and implement strategic business plans. Ability to develop and maintain cooperative and productive working relationships. Ability to resolve technical problems in an innovative manner. Ability to gather, record, and organize information. Set objectives that meet organizational needs. Ability to create accurate, clear, and comprehensive software documentation. Ability to analyze and interpret data, determine implications, and provide recommendations on ways to improve performance and meet



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objectives. Ability to learn new software programs.

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Job Posting

Job ID: 11324 (Repost)
Location: Vancouver - Point Grey Campus
Employment Group: Management&Professional (AAPS)
Job Category: Information Systems & Tech
Classification Title: Info.Sytems&Technlgy, Level E **Business Title:** Senior Quality Assurance Analyst
Department: UBC IT - BusAnalyst&QultyAsr
Salary: \$73,448.00 - \$91,809.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2011-10-03 **Ongoing:** Yes
Job End Date:
Funding Type: Budget Funded
Other:
Date Closed: 2012-01-05 **Available Openings:** 1

Job Summary

The Senior Quality Assurance Analyst provides technical leadership in the development of quality assurance strategies and in the definition and implementation of test environments for total testing solutions of all information systems programs and projects. As a member of UBC IT, the Senior Quality Assurance Analyst is responsible for creating project quality plans, leading implementation of quality initiatives, test execution and tool selection. Majority of work will be performed in a formal project or program team. Projects and programs typically have a high degree of complexity, influence, and impact as solutions are generally designed for the majority of constituents in the UBC community. Outside of project program assignments, the Senior Quality Assurance Analyst will champion best practices that lead to a high level of quality in all project deliverables ensuring that software quality exceeds industry norms for accuracy, reliability and scalability. Will provide support and advice to other analysts and developers on quality assurance activities both within UBC IT and to the greater IT community at UBC.

Organizational Status

Reports to the Manager, Business Analysis and Quality Assurance in the Project Management Office. Strategic direction is provided by both the Manager and Director of the Project Management Office. Day-to-day direction is given by a Project or Program Manager on assigned projects. Works daily with a project team(s) typically made up of a project manager, developers, functional experts, business analysts and other project specialists

Works closely with UBC IT management and project program managers on cross-unit QA initiative . The Senior Quality Assurance Analyst is a senior representative of the PMO and thus will develop relationships with different units while launching QA initiatives

Work Performed

Specific Duties:

- Project assignments include but not limited to work on enterprise systems such as the Student Information System (SIS), HR, Finance, Identity and Access Management (IAM), Learning Management (LMS), UBC e-Payment, Email, Networks (wireless, telephony, Internet, etc), and datawarehouses.
- Project types include but not limited to software development, ERP (Enterprise Resource Planning) and COTS (Commercial off the shelf) implementation, reporting and business intelligence, and infrastructure transformation.
- Ensures QA approach is consistent with the overall technical and business architecture of the university and complies with UBC



IT and university policies, as well as governmental legislation and other external entities' compliancy requirements on security, privacy, and accessibility.

- Analyses the impacts of proposed changes to technology services and or performance for UBC IT and other UBC departments.
- Understands key technical environments to effectively identify integration, security, scalability, and performance requirements.
- Build and maintain good working relationships with project teams, business analysts, UBC IT colleagues, and client stakeholders.

Core Duties:

- Defines, designs and articulates comprehensive and in-depth quality assurance strategies, approaches and plans for software projects.
- Designs project test plans, QA approaches and processes. Ensures sufficient breadth and depth of testing approach. Advises project managers of QA effort required.
- Leads implementation of quality assurance initiatives, develops and manages project budgets, ensures that quality standards and practices are followed, and coordinates work of technical teams.
- Establishes quality assurance and or quality control policies in accordance with best practices, defines benchmarks and measures, devises improvements to current procedures, and develops models of possible future configurations.
- Acts as an information resource on quality assurance, provides expertise to own and other projects, and contributes to the standard methodologies of the IT department.
- Evaluates and recommends testing tools, software packages and training for team members and remains current with industry trends.
- Provides technical guidance and leadership, coaching, and mentoring to team members.
- Maintains appropriate professional designations and up-to-date knowledge of current information technology techniques and tools.
- Performs other related duties as required.

Supervision Received

Reports directly to and receives direction from the Manager, Business Analysis and Quality Assurance in the Project Management Office in UBC IT and daily direction of a Project or Program Manager on assigned projects. Must be able to work independently as well as contribute actively and collaborate openly as a team member.

Supervision Given

Provides mentoring and coaching to new or less experienced business analysts, quality assurance analysts, and developers in the area of quality assurance. Also provides leadership and education to other staff in UBC IT and to the greater UBC community. May supervise work of other analysts on projects.

Consequence of Error/Judgement

UBC IT provides enterprise technology solutions to the university community. Decisions and actions taken by the Senior Quality Assurance Analyst will have a direct impact on how efficiently and effectively the systems and processes will perform and function. Errors in judgment, poor analysis, or failure to act decisively could have a detrimental effect and adversely impact the university community, affecting up to tens of thousands of students, faculty and staff, and could cost hundreds of thousands of dollars in lost productivity, funding and revenue. Unreliable systems or failure to meet contractual obligations for performance and availability will damage the reputation of UBC IT and UBC.

Qualifications

Undergraduate degree in a relevant discipline. Formal certification from a recognized professional organization or professional development provider is an asset. Professional development in quality assurance analysis, leadership, coaching and mentoring is an asset. A minimum of 8 years of experience and 2 years of managerial experience or the equivalent combination of education and



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experience. Significant experience in software application development and progressively in more senior roles. A demonstrated combination of knowledge and experience in the IT project lifecycle including project management, business analysis, development, quality assurance, change management and related disciplines.

Experience in a higher education environment is an asset.

Experience and thorough knowledge with scalability and testing enterprise applications.

Expert knowledge of performance, regression, unit and functional testing techniques

Experience and thorough knowledge with the traceability, requirements and issue tracking systems.

Experience with open source testing tools is an asset.

Experience with Service Oriented Architecture (SOA) is an asset.

Experience with any of the following: custom SIS, Peoplesoft (HR & Finance) and Oracle BI is an asset.

Working knowledge of project management, quality assurance, change management disciplines and best practices; and development methodologies.

Demonstrated contributions to the continuous improvement of quality assurance analysis practices, methodology and implementation.

Proven knowledge and continuous learning of quality assurance analysis discipline and best practices.

Demonstrated ability to create, implement, and manage a quality strategy for large and complex software projects within a team environment.

Solid understanding of key trends and players in the IT industry and higher-education sector.

Strong leadership skills and the ability to initiate and sustain initiatives. A proven go-to person for quality assurance knowledge and advice.

Works effectively with senior management on strategic implementation.

Ability to effectively manage multiple tasks and priorities and address project demands in a fast-paced and changing environment.

Excellent organizational, planning, and prioritization skills.

Demonstrates the willingness, ability, and enthusiasm to learn new processes, methodologies or technologies.

Collaboration - Consistently fosters collaboration and respect among team members by addressing elements of the group process that impedes, or could impede, the group from reaching its goal. Engages the right people within and beyond organizational boundaries, by matching individual capabilities and skills to the team's goals. Works with a wide range of teams and readily shares lessons learned and credit for team accomplishments.

Communication for Results - Converses with, writes reports for, and creates delivers presentations to all levels of colleagues and peer groups in ways that support problem solving and planning. Seeks a consensus with business partners. Debates opinions, tests understanding, and clarifies judgments. Brings conflict into the open empathetically. Explains the context of multiple interrelated situations, asks searching, probing questions, and solicits expert advice prior to taking action and making recommendations.



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Problem Solving - Diagnoses problems using formal problem-solving tools and techniques from multiple angles and probes underlying issues to generate multiple potential solutions. Proactively anticipates and prevents problems. Devises, facilitates buy-in, makes recommendations, and guides implementation of corrective and or preventive actions for complex issues that cross organizational boundaries and are unclear in nature. Identifies potential consequences and risk levels. Seeks support and buy-in for problem definition, methods of resolution, and accountability.

Accountability - Sets enhanced objectives for self and others. Monitors performance trends and identifies opportunities to improve standards. Provides regular feedback and suggests alternative approaches necessary to ensure that organizational objectives and superior standards are achieved. Delegates responsibility and reallocates resources as needed to ensure that priorities are met for initiatives within area of responsibility.

Analytical Thinking - Determines criteria for assessing issues and opportunities. Establishes clear goals and priorities needed to assess performance. Identifies relationships and linkages between different information sources. Anticipates issues that are not readily apparent on the surface. Identifies root causes and effects. Establishes clear goals and priorities. Anticipates potential problems and develops solutions needed to resolve them. Systemically analyzes relationships between apparently independent problems and issues. Reviews and cross-reviews reports. Identifies trends as well as isolated events. Translates analytical reports into management presentations, and provides guidance to resolve issues. Anticipates the possible outcome of potential solutions. Identifies areas of significant concern or opportunity. Probes and initiates research to identify critical problems.

Thoroughness - Identifies potential areas of conflicting priorities and vulnerability in achieving standards. Reviews department's progress against established goals, objectives, service level targets, and project milestones. Supports others in achieving deliverables by efficiently allocating resources and providing common organizing systems, techniques, and disciplines. Maintains a proactive work review and approval process prior to assignment completion. Solicits internal and external customer evaluation of performance and devises measures for improvement.

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Job Posting

Job ID: 11951
Location: Vancouver - Point Grey Campus
Employment Group: Management&Professional (AAPS)
Job Category: Educational Programming
Classification Title: Educ. Programming, Level B **Business Title:** Instructional Designer
Department: Arts ISIT
Salary: \$47,315.00 - \$56,799.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2012-02-15
Job End Date: 2013-02-14 **Possibility of Extension:** Yes
Funding Type: Self Funded
Other:
Date Closed: 2012-01-10 **Available Openings:** 1

Job Summary

Reporting to the Manager of Arts instructional Support, this position will be responsible for the planning, assessing, and delivering of blended courses, the redesign of courses from one learning management system to another, liaising between instructors and programmers, and instructional design for various teaching and learning initiatives in the Faculty of Arts.

Organizational Status

Reports to the Manager of Arts Instructional Support. The selected candidate will work closely with the other members of the Instructional Support team, faculty and staff in the Faculty of Arts, development teams, and other external instructional support and educational technology units. The selected candidate will be responsible for designing and evaluating blended learning environments, developing and offering professional development workshops on educational technologies and teaching strategies, and providing instructional design for a growing number of faculty.

Work Performed

- Responsible for the development, design, and evaluation of blended courses which includes developing webpages, quizzes, assignments, seeking copyright permissions, and designing the look and feel of the online component of the blended course.
- Liaises between instructors, programmers, and external units for the development of new learning tools or learning objects for blended courses
- Develops program assessment and evaluation tools and strategies for evaluating the impact of the blended courses on students' learning
- Contributes to program planning with respect to blended learning initiatives and programs in the Faculty of Arts
- Edits and re-formats course materials to ensure content is accurate, presentable for online learning, and up-to-date
- Uploads files to the learning management system, Blackboard Learn, finds images for courses, finds and updates links, and researches and retrieves journal articles, videos, and other materials required for the blended learning courses
- Troubleshoots and identifies technical problems with the learning management system (Blackboard Learn), serving as tech-support when necessary
- Develops learning materials to train faculty as required in the use of the educational technologies in the blended learning environments
- Conducts workshops for faculty on various educational topics and technologies
- Performs other related duties as required.



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Supervision Received

Works under the general direction of the Manager of Arts Instructional Support. The work is done primarily independently although the general product will be subject to review prior to distribution.

Supervision Given

Provides input to student staff, user-support staff, faculty, and department representatives with regard to academic functions and course design. There are no direct reports to this position.

Consequence of Error/Judgement

Errors in judgment may result in the inefficient use of resources, or the provision of substandard educational programming, and consequently may damage the image and reputation of the University, the Faculty of Arts, and Arts Instructional Support & Information Technology. Inappropriate judgment could result in compromised courses, which could in turn prevent Arts Instructional Support & Information Technology from obtaining future funding, and potentially imperil the viability of the operation.

Qualifications

Undergraduate degree in a relevant discipline. Masters or Post-graduate studies in Education or Educational Technology preferred. Minimum of four years experience or the equivalent combination of education and experience. Previous experience in instructional design and development of educational materials delivered online. Strong professional communication and interpersonal skills for working with and leading workshops for faculty. Excellent attention to detail. Ability to adjust to change and work well under pressure independently and within a team. A balance of creative, technical, analytical, and social interpersonal skills. An understanding of academic culture and the nature of adult learning. Familiar with a wide variety of applications and software including basic HTML, Photoshop, MS Office.

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Job Posting

Job ID: 11914 (Repost)
Location: Robson Square
Employment Group: Management&Professional (AAPS)
Job Category: Educational Programming
Classification Title: Educ. Programming, Level C **Business Title:** Program Leader
Department: Continuing Studies
Salary: \$59,602.00 - \$71,550.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2012-02-01
Job End Date: 2013-01-31
Funding Type: Self Funded
Other:
Date Closed: 2012-01-04 **Available Openings:** 1

Job Summary

The Program Leader is responsible for the overall planning, development, and administration of one or more Certificate Programs and related educational offerings within a cost recovery operation. Highly knowledgeable about the practice of continuing education in general and especially administrative processes and strategies, the Program Leader strives to develop quality "leading edge" courses and programs while creating profile and visibility with both the community and industry. The Program Leader reports to the Directors of UBC Continuing Studies Technology, Media, and Professional Programs (TMaP).

Organizational Status

The Program Leader works collaboratively within the UBC Continuing Studies Technology, Media, and Professional Programs (TMaP) team to promote excellence in the delivery of courses and quality of instruction in the areas of information technology and applied sciences.

Work Performed

Programs: Creates, maintains and evaluates market-oriented programs as appropriate to retain the first class reputation of UBC programs. Designs and develops programs to attract new students. Plans the schedule of course offerings. Ensures technical requirements for courses are communicated to technical support staff. Develops and reaches yearly financial goals.

Marketing and Promotion: Develops marketing messages and promotional copy for print and electronic media. Writes course descriptions. Works with the marketing department to ensure strategies are in place. Develops relationships on campus and in the external community, acting as a program "champion".

Instructors: Hires instructors and evaluates performance. Reviews resumes, interviews and negotiates salaries within departmental guidelines. Works with instructors to set objectives, provide orientation training sessions, and ensures quality materials. Reviews course objectives and ensures continuity between courses.

Students: Provides educational and career counselling to assist students determine the appropriate courses and levels of difficulty based on current knowledge and anticipated career paths. Creates comprehensive student communication plan and participates in information promotional sessions. Reviews student enrolment levels with regards to course offerings and course cancellations.



Finance: Works within a team to establish optimal allocation of resources for course delivery and support. Assumes responsibility for program budgets and monitors budgets-to-actuals for reporting purposes. Oversees requisitions and payments.

Record Keeping: Ensures that processes and procedures are in place for appropriate record keeping. Assumes ultimate responsibility for accuracy of student records.

Performs other duties related to the qualifications and requirements of the job as specified by the Directors.

Supervision Received

Formally reports to the TMAP Directors, within the overall policies and procedures of the unit. Works collaboratively in a team structure, while demonstrating capability to work independently in carrying out areas of responsibility.

Supervision Given

Directly supervises between 20-60 instructors. Works with and indirectly supervises additional staff in Student Services and Instructional Support Services. May provide guidance and supervision to Assistant Program Leaders.

Consequence of Error/Judgement

Incorrect or poor decisions will have a significant impact on the reputation of the University, which could affect client satisfaction and the financial viability of the department. Poor judgments could result in legal liability of the University. Poor hiring decisions could affect quality of courses.

Qualifications

Master's degree in Education. Master's degree in a relevant discipline also considered. University degree in a relevant discipline required. Minimum of six years experience or the equivalent combination of education and experience. Experience in adult learning and working knowledge of both traditional and online models of educational delivery required. Demonstrated knowledge and interest in technology-oriented education. Experience in teaching is an asset. Minimum of 6 years experience in an administrative role with demonstrated success in a cost recovery environment. Demonstrated supervisory experience. Demonstrated knowledge of effective instructional design and teaching techniques. Effective organizational skills. Effective interpersonal skills, a supportive leadership style and demonstrated ability to be a team player. Effective problem resolution, analytical and organizational skills. Ability to exhibit tact and diplomacy. Articulate with demonstrated written and oral communication skills. Goal oriented, effective time manager. Desire to learn. Demonstrated ability to work within an entrepreneurial environment. Ability to exercise initiative and motivate employees within a team. Ability to work evenings and weekends as required.

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Job Posting

Job ID: 12025
Location: Vancouver - Hospital Site
Employment Group: Management&Professional (AAPS)
Job Category: Nursing
Classification Title: Nursing, Level B **Business Title:** Research Nurse
Department: Obstetrics & Gynaecology
Salary: \$55,187.00 - \$66,252.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2012-01-09
Job End Date: 2013-01-09
Funding Type: Grant Funded
Other:
Date Closed: 2012-01-03 **Available Openings:** 1

This position is expected to be filled by promotion reassignment and is included here to inform you of its vacancy at the University.

Job Summary

Working within the Women's Health Research Institute, your primary responsibility will be coordinating various research projects within the Reproductive Infectious Diseases cluster. You will participate as a member of an interdisciplinary clinical research team and be responsible for providing clinical and research support to the Principal Investigator, and performing research activities as delegated by the investigator and or program manager. In this position, you will recruit, screen and enroll subjects, complete case report forms via subject interview and chart extraction, monitor and interpret results of research subjects' clinical evaluations, coordinate collection of clinical specimens, and inform investigators of the clinical progress of study subjects. Additionally, you will create and maintain quality medical research documentation on research subjects. You will assist investigators to ensure completion of all clinical research activities required by the research protocol. To be successful in this position, you will need to build relationships with investigators, hospital staff, industry, government, other centres, pharmacies, laboratories, medical residents and fellows, and patients.

Organizational Status

This position's primary responsibility is to plan, coordinate, implement and evaluate the conduct of clinical trial initiatives focussed on supporting the Women's Health Research Institute. The nurse will work independently and within standard and acceptable boundaries for ethical and competent research practice. The Research Nurse will report directly to the Principal Investigator

Work Performed

- Responsible for planning, coordinating, implementing and evaluating the conduct of clinical trial initiatives within the Women's Health Research Institute
- Identifies and troubleshoots clinical questions or problems which affect patient care and provides leadership in resolving the situation. All unresolved issues are referred to the study appointed cardiologists
- Responsible for budget development and preparation
- Administers protocol deviations and adverse events
- Designs and develops data collection methodologies, instruments and databases
- Oversees and coordinates data and specimen transfer
- Administers study agent and or supplying appropriate device



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- Conducts preliminary data analysis on study data bases
- Generates progress and interim reports for presentation
- Prepares and follows up on initiatives or issues relating to research and clinical trials
- Provides leadership in all areas of research and clinical trials in the hospital and community
- Teaches and provides leadership to staff in associated areas within the hospital regarding the study purpose, goals, objectives and requirements
- Independently evaluates eligible patients for study entry
- Obtains and documents patient informed consent as per GCP (Good Clinical Practice)
- Identifies, problem-solves, monitors and assesses subjects for adverse events and adherence to protocol under direction of the Investigator
- Informs investigator, sponsor and UBC PHC Clinical Research Ethics Board of any Serious Adverse Events to patients during the trial
- Case management of ongoing follow-up assessment including history, physical exam, veinipuncture and counseling of outpatients
- Completes and corrects study records and case report forms independently or in consultation with the sponsor
- Oversees completion and confidentiality of the study including audits by sponsor and or regulatory authority
- Supervises patient progress and follow-up.
- Exercises judgment and discretion to provide leadership and resolve problems
- Accountable for the accuracy and reliability of their work.
- In addition to areas of the hospital, outpatient visits are performed in clinical offices, and research recording and communication occurs within the research office. Attendance at clinical rounds and study meetings within the city occur frequently, and travel to international conferences and study meetings normally occurs at least several times a year.

Supervision Received

The incumbent will work with minimal supervision in collaboration with the Principal Investigator. The incumbent will be accountable for the accuracy and reliability of their work.

Supervision Given

None.

Consequence of Error/Judgement

Consequences of error are high as this is a position with significant responsibility. The data submitted impacts the direction of future studies. Errors could impact the reputation of the program as a whole and jeopardize the options for collaborative participation with industry, government and other centers.

Qualifications

Research Nurses require R.N. Certificate. Clinical Associates require Undergraduate degree in Nursing, Nursing Licensure in BC, RN Certificate. Nursing Licensure in British Columbia Nurse Practitioner Clinical Associates require post-graduate degree in Nursing. Graduate of a recognized School of Nursing with a BScN degree or equivalent. Research Nurses require 3 years of nursing and administrative experience. Clinical Associates require at least 2 years of related clinical work experience. Nurse Practitioner Clinical Associates require 2 years of primary care Nurse Practitioner experience or the equivalent combination of education and experience. Minimum one year of research experience. Good understanding of Good Clinical Practice Guidelines and Standard Operating Procedures, and a basic understanding of Health Canada and FDA regulations as they pertain to clinical research would be an asset. Broad general clinical knowledge and skills to support research in a therapeutic setting (experience working in a HIV setting would be an asset) is required. Current registration with the BC College of Nurses. Ability to communicate effectively verbally and in writing. Ability to effectively use Outlook, MS Word, MS Excel, MS Office, MS PowerPoint software at an intermediate level. Ability to gather, record, and organize information. Ability to maintain accuracy and attention to detail. Ability to effectively manage multiple tasks and priorities. Ability to prioritize and work effectively under pressure to meet deadlines. Ability to exercise initiative and maintain confidentiality. Ability to work effectively independently and in a team



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environment. Ability to analyze problems, identify key information and issues, and effectively resolve.

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Job Posting

Job ID: 10615
Location: Vancouver - Hospital Site
Employment Group: Management&Professional (AAPS)
Job Category: Research & Facilitation
Classification Title: Research&Facilitation, Level A **Business Title:** Researcher
Department: James Hogg iCAPTURE Centre
Salary: \$43,809.00 - \$52,592.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2011-08-01
Job End Date: 2012-07-31 **Possibility of Extension:** Yes
Funding Type: Grant Funded
Other:
Date Closed: 2012-01-08 **Available Openings:** 1

Job Summary

To provide research and statistical analysis to investigate the association between genetic polymorphisms and environmental factors causing asthma and allergic diseases.

Organizational Status

This position reports directly to a senior statistician and the Team Lead Principal Investigator. The incumbent will work collaboratively with other team members to analyze data. The incumbent will work within a team of clinical and basic science investigators to analyze genetic data on large cohorts of subjects and patients involved in a large scale genetics project. The position will have a dedicated workspace, including desk, computer, software, and filing cabinet space. The workspace will be in a shared office work station.

Work Performed

- Conducting research and data analysis of genetic association studies. Familiarity with standard statistical methods such as logistic, longitudinal and survival analysis is required. Familiarity with the application of these methods, to identify genetic factors involved in disease susceptibility is preferred.
- Collaborates with other researchers and statisticians in the identification and completion of assigned research projects.
- The incumbent will extract data and conduct statistical analyses and writes preliminary reports of results and interpretations.
- Prepares statistical reports and presents results in scheduled meetings.
- Assists in preparation of conference presentations, academic manuscripts and technical reports, by compiling statistics and scientific journal paper writing.
- Performs other related duties.

Supervision Received

The incumbent will require supervision and will exercise independent judgment regarding scheduling and timely completion of tasks.

Supervision Given

None.



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Consequence of Error/Judgement

The position requires statistical judgment to identify sound analytic techniques for research projects.

Qualifications

Undergraduate degree in a relevant discipline. Degree in Mathematics, and prior experience in genetic research or statistical genetics would be an asset. Minimum of two years experience or the equivalent combination of education and experience. Experience with programming and statistical software applications. Ability to use JMP and SPSS and program in R or S-Plus preferred. Effective oral and written communication, organizational, multi-tasking, problem-solving and interpersonal skills. Accuracy and attention to detail.

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Job Posting

Job ID: 11944
Location: Vancouver - Point Grey Campus
Employment Group: Management&Professional (AAPS)
Job Category: Research & Facilitation
Classification Title: Research&Facilitation, Level A **Business Title:** Documentation Coordinator & Researcher Liaison
Department: Human Early Learning Partnrshp
Salary: \$43,809.00 - \$52,592.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2012-02-01
Job End Date: 2012-09-30 **Possibility of Extension:** Yes
Funding Type: Grant Funded
Other:
Date Closed: 2012-01-04 **Available Openings:** 1

Job Summary

Population Data BC is dedicated to building the world's most comprehensive data infrastructure on the determinants of health and creating a research infrastructure that facilitates innovative, interdisciplinary research of international importance.

Key objectives of Population Data BC are to 1) make more data sets available for research, 2) facilitate cross-linkages among the data sets in a privacy sensitive manner, and 3) provide strategic leadership to ensure streamlined researcher access to these data.

We seek an organized, flexible and detail oriented person as part of this provincial, multi-university organization to take on two part-time roles that together comprise a full-time position: 1) Documentation Coordinator and, 2) Researcher Liaison.

The incumbent will:

- a) Initiate a refurbishment and update to the existing data documentation system;
- b) Develop and implement a plan for maintenance of the data documentation system;
- c) Provide research project management work from application development to project closure;
- d) Complete infrastructure projects and other duties as outlined by the RL Lead or as required by the Researcher Liaison Unit;

Organizational Status

The Researcher Liaison reports directly to the Researcher Liaison Lead (RL Lead) of Population Data BC. He she works closely with the existing Researcher Liaison and Data Services staff. He she also works with other organization Leads, data stewards and the research community.

Work Performed

Documentation Coordination Role:

The incumbent assumes primary responsibility for overseeing an extensive refurbishment of the existing data documentation system and developing a plan to maintain this system. This involves:

- Using resources both internal and external and on various types of media (paper, digital, human resources) to come to an in-depth understanding of the data sets and variables housed by Population Data BC;



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- Using the above acquired knowledge to update the existing data documentation system with detailed and accurate information;
- Working with internal programming staff to cross reference new and existing documentation with the data to ensure accuracy;
- Recording information about the data files and variables in the data documentation system in a format appropriate for the end user (ie researchers and internal staff);
- Reviewing and editing existing data documentation to ensure consistency across variables, data files and across the documentation system as a whole;
- Updating existing variable checklists for applicable data files, as required;
- Working with stakeholders to ensure privacy concerns met in terms of distribution of documentation to researchers and the public as required;
- Developing a plan to maintain the data documentation system - this will involve development of a clear and logical process as well as clarification of staff roles and responsibilities and maintenance scheduling;
- Testing and implementation of the plan for maintenance of the data documentation system;
- Assisting with training and supervision of staff involved with documentation;
- A clear understanding of the implications for research is essential in decision making for this core task.

Researcher Liaison Role

The incumbent will provide research project management work from application development to project closure. This involves:

- Working with researchers to initiate requests for access to data;
- Liaising with researchers throughout the life of the research project to provide answers to questions at all stages of the research project and to facilitate discussions or requests initiated by the Data Stewards;
- Coordinating the submission of Data Access Request applications to the applicable Data Stewards;
- Facilitating in-depth understanding of researcher requests by Population Data BC Data Steward partners to support their review and adjudication of research projects;
- Facilitating in-depth understanding of researcher requests by Population Data BC and its programmers so they, in turn, can develop accurate programming code, especially for cohort definitions and linkage requests;
- Overseeing the process of preparing and providing data to researchers, according to legislation and formal policies regarding access and protection of privacy.
- Reviewing finished data extracts in relation to researcher requests to ensure accuracy of output;
- Interacting with researchers to ensure appropriate transmission and receipt of data;
- Updating project management tracking software as appropriate for each project under the incumbent's purview.
- Performing administrative tasks related to the provision of data including, but not limited to, researcher account set up, cost recovery preparation and distributing legal documents or agreement for signature.
- Fostering and strengthening relationships among Population Data BC partners, data providers, and the research community;
- Working to develop and implement improvements in data access, data preparation, and researcher interaction processes, under direction, and in partnership with the RL Lead, relevant Population Data BC staff and external partners;
- Performs other related duties to fulfill the objectives of the Researcher Liaison Unit.

Supervision Received

Normal work activities are determined in consultation with the RL Lead and are carried out with little direct work supervision. The incumbent must be able to identify circumstances that require consultation with other staff, and be able to seek out that consultation.

Supervision Given

Programmers and other support staff, as required.

Consequence of Error/Judgement

Confidentiality: This role will work under strict confidentiality because of the nature of the data holdings. Population Data BC's core activities - database maintenance and access, research, support for researchers - are all critically dependent on the health



information systems that have been developed and are maintained by it. Any breach in data security would place the future of Population Data BC, and its partner organisations at risk.

Complexity of Duties: This position requires a considerable degree of creativity, as tasks undertaken do not have standard solutions and must be approached as unique problems of logic. Requires an in-depth understanding of complex and large data holdings, programming tasks and researcher needs. Must be capable of managing and coordinating many tasks related to multiple complex projects.

Accuracy and Accountability: The accuracy of the candidate's work will always have a significant effect on the reliability of information released. Since little technical supervision will be provided, considerable care will be necessary in order to prevent inaccurate work resulting in release of erroneous information.

Deadlines: It is essential that the incumbent be able to work effectively under pressure to meet deadlines.

Communication: The incumbent must communicate clearly and effectively in both written and interpersonal forms.

Qualifications

Undergraduate degree in a relevant discipline. . Minimum of two years experience or the equivalent combination of education and experience. Experience with and knowledge of data, particularly linked and linkable data, and how they can be used for research. Experience in working within a statutorily-regulated or a privacy-sensitive environment is highly desirable. Work with sensitive information or complex data systems also a significant asset.

Criminal Records Check

Due to the privacy sensitive nature of the data holdings at Population Data BC, the incumbent is required to consent to a Criminal Records Check performed by the Commissionaires BC. Excellent interpersonal and communication skills, both with external clients and internal partners staff. Ability to analyze and interpret data, determine implications, and provide recommendations Ability to analyze problems, identify key information and issues, and effectively resolve. Ability to be thorough, accurate, and have a high level of attention to detail. Ability to translate details into higher level concepts. Ability to work with external researchers and programming staff who have high levels of expertise, as well as senior staff at various Ministries and stakeholder organizations. Demonstrated organizational skills. Ability to interpret formal policies and legislation in order to ensure that daily tasks and actions meet these requirements. Ability to exercise sound judgment initiative and discretion. Ability to prioritize and work effectively under pressure to meet deadlines and to be flexible. Ability to work effectively independently and in a team environment. Must be positive in attitude and a team player.

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Job Posting

Job ID: 11844 (Repost)
Location: Vancouver - Point Grey Campus
Employment Group: Management&Professional (AAPS)
Job Category: Research & Facilitation
Classification Title: Research&Facilitation, Level D **Business Title:** Grant Writer & Facilitator
Department: Applied Science, Deans Office
Salary: \$64,369.00 - \$77,274.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2012-02-01 **Ongoing:** Yes
Job End Date:
Funding Type: Budget Funded
Other:
Date Closed: 2012-01-30 **Available Openings:** 1

Review of applications starts February 1, 2012.

Salary range is from \$64,369 (min) - \$77,274 (mid-point) - \$92,731 (max)

Job Summary

The Grant Writer & Facilitator designs, develops and prepares grant proposals, academic proposals, Letters of Intent, background documentation, program rationales, and other reports. The Grant Writer & Facilitator will provide leadership and advice on identification and preparation of major collaborative grant proposals and develop or assist in the development of individual, multidisciplinary and multi-institutional research initiatives and funding applications, including performing extensive background research, writing and substantive editing of proposals, and customizing scientific writing and technical presentations for target audiences using a comprehensive understanding of the agency group mandates, culture and guidelines.

Organizational Status

The Grant Writer & Facilitator reports jointly to the APSC Associate Dean, Research & Graduate Affairs and the Director, Office of Research Services. The Grant Writer & Facilitator works closely with faculty from all Departments and Schools within the Faculty of Applied Science and is a member of the ORS management team.

Work Performed

1. Proposals: Designs, develops and prepares grant proposals, academic proposals, Letters of Intent, background documentation, program rationales, and other reports.
 - Conduct extensive background research, interface with faculty and translate concepts to a clear and cogent written format (i.e. draft proposal).
 - Write substantial sections of the proposal based on interviews with faculty;
 - Facilitate and coordinate the development and preparation of letters of intent and final applications for inter- and trans-disciplinary, complex, multi-investigator group, network and program grants.
 - Carry out literature and patent searches, prepares detailed analyses of information and writes reports and patent applications for the research group.
 - Copy editing and formatting proposals
 - Customizes scientific writing and technical presentations for target audiences using a comprehensive understanding of the agency group mandates, culture and guidelines.
 - Formulate budgets to ensure that all funding agency and university requirements are met



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- Work with individuals and teams of faculty members to develop research funding proposals and submissions to provincial, national and international granting agencies;

- Perform background research about the research and granting agencies to customize proposals to granting agency mandate, priorities and guidelines;

2. Facilitation Opportunities.

- Acts as a central resource for knowledge about research funding opportunities and ongoing development of strategic directions and priorities provincially, nationally, and internationally; proactively seeks out and encourages individual investigators and research teams to apply for funding

- Facilitate workshops and team meetings for research groups, centres and teams; advises and assists researchers to articulate research programs and proposals; maintains in-depth knowledge and understanding of APSC researchers and research programs;

- Identifies opportunities for, and supports development of, new research teams collaborations and partnerships networks, particularly those that cross disciplines or themes and that will lead to enhanced opportunities for training, knowledge translation, and or technology development that address priority research areas of APSC and external agencies (e.g., in response to strategic initiatives and targeted RFAs (Requests for Applications) in relation to institutional applications such as CFI, BCKDF and CRC programs).

- Provide liaison and logistical support for multi-investigator teams; coordinate and integrate contributions by multiple authors on team proposals

- Provides expertise for development of large-scale institutional infrastructure proposals (e.g., CFI, BCKDF)

3. Reporting:

- Tracks and reports monthly on the results of all APSC-related grants and contracts, noting those that the Dean's Office was directly involved in developing and the level of involvement.

- Report activities to ORS and UILO to record report research activity as required.

4. Signing Authority:

- Signs agreements with the granting agencies, which commit the University to the terms of various grants.

- 5. Performs other duties as assigned by the Dean, Associate Dean or Director, ORS.

Supervision Received

Works with a high degree of independence under the general direction of the APSC Associate Dean and the Director, ORS. Works from generally defined goals of the Faculty, VP Research and ORS. Initiative and innovative thinking are required.

Supervision Given

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Consequence of Error/Judgement

This position has significant influence on the quality and effectiveness of the services provided by the Faculty of Applied Science Dean's Office and the Office of Research Services. Non-compliance with contractual terms and or sponsoring agency guidelines could result in the return of agency funds, loss of future funds and or inability to collect funds owned to the University. Incorrect interpretation of Sponsoring Agency and University policy provided to faculty will result in non-compliance with sponsoring agency terms on the use of funds.

Qualifications

Post-graduate degree or equivalent professional designation if responsible for a research project or Undergraduate degree if not responsible for a research project. Preferred - Master's degree or PhD in an science or engineering discipline or an equivalent combination of education, training and experience. 7 years relevant experience or equivalent combination of education and experience if not responsible for a research project. 5 years experience in a field of specialization or equivalent combination of education and experience if responsible for a research project. Five years of directly relevant experience in developing, writing, critiquing or evaluating research funding applications. - Familiarity with engineering education and research initiatives. - Proven experience in building successful research



funding proposals for provincial, national, and international agencies. - Exceptional knowledge of successful grant application procedures and granting agency requirements. - Exceptional interpersonal, organizational and problem-solving skills, including the ability to multi-task a range of complex projects and to meet the required deadlines; ability to work under pressure and handle frequent interruptions; and the ability to work in an independent and flexible environment. - Excellent English verbal and written communication skills including training and or education in scientific communication; ability to incorporate a broad knowledge base with understanding and communication of complex research issues to the non-expert reader; and excellent critical review and substantive editing skills. - Experience in teaching and or in developing and conducting workshops and training sessions.

UBC hires on the basis of merit and is committed to employment equity. All qualified persons are encouraged to apply. We especially welcome applications from members of visible minority groups, women, Aboriginal persons, persons with disabilities, persons of minority sexual orientations and gender identities, and others with the skills and knowledge to engage productively with diverse communities. Canadians and permanent residents of Canada will be given priority.



Job Posting

Job ID: 12024
Location: Vancouver - Point Grey Campus
Employment Group: Management&Professional (AAPS)
Job Category: Scientific Engineering
Classification Title: Scientific Eng., Level A **Business Title:** Research Engineer
Department: Electrical&ComputerEngineering
Salary: \$43,809.00 - \$52,592.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2012-01-01
Job End Date: 2012-03-31
Funding Type: Grant Funded
Other:
Date Closed: 2012-01-09 **Available Openings:** 1

This position is expected to be filled by promotion reassignment and is included here to inform you of its vacancy at the University.

Job Summary

The employee will support the lead software architect in implementing a custom software platform used to train and advise disaster responders. The software architecture connects a number of software simulation packages using a novel enterprise service bus, coordinates the simulator outputs and stores the results in a data base. The employee will be involved in all aspects of the development and implementation of components and supervise graduate and undergraduate students on selected sub-projects within the architecture.

Organizational Status

The Department of Electrical and Computer Engineering (ECE), the largest department in the Faculty of Applied Science, is comprised of approximately 50 faculty, 25 staff, 350 graduate students and 800 undergraduate students. The Research Services unit is an amalgam of grant-supported staff where each research staff member reports to an investigator from a research group. This position is within the Energy Systems Research Group and is attached to the Disaster Response Network Enabled Platform (DR NEP) project sponsored by Canada's Advanced Research and Innovation Network (CANARIE).

Work Performed

1. Design and develop custom java web services in collaboration with the software team at UBC and IBM consultants, for managing and querying DB2 database. The applicant will be responsible for deploying the web services on WebSphere application server hosted at UBC.
2. Design and develop web applications, translators, and interfaces using java and J2EE Struts framework for integrating software simulation packages such as Matlab, Powerworld, APA Net, and others into the DR-NEP network.
3. Test and evaluate the performance of the developed web services.
4. Offer technical advice and solutions to the software architect when designing or implementing components of the infrastructure.
5. Follow the SDLC process and document all work using standard programming development techniques (flowcharting, remarks within applications etc.).
6. Assist in the preparation and presentation of conference papers and journal articles for publication of results in collaboration with Principal Investigator and other team members.
7. Train and supervise short term collaborators on the project. This may include graduate and undergraduate students.
8. Collaborate with the IBM consultant on implementing and deploying IBM specific software into the DR-NEP network.



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Supervision Received

The employee will work on independent aspects of the software architecture with guidance from the lead software architect on technical matters, and the project manager for larger scope issues. Weekly team meetings will assess progress, and individual consultation will be provided as needed.

Supervision Given

The employee will work primarily as part of a collaborative team. The employee may be required to supervise short term collaborators such as graduate and undergraduate students.

Consequence of Error/Judgement

Professional judgment is required in developing, implementing, testing and documenting of custom software. This requires a thorough understanding of a variety of software systems. The impact of incorrect decisions could seriously delay the research and development program.

Qualifications

Undergraduate degree in Engineering or Applied Science. Masters in Electrical & Computer Engineering preferred. Minimum of one year experience or the equivalent combination of education and experience. Ability to perform advanced programming in IBM WebSphere, IBM DB2, Java, Matlab Simulink programming and modeling. Ability to install and implement computer software applications (e.g., operating systems, databases). Experience in technical writing and presentation. Ability to work effectively independently and in a team environment. Ability to supervise graduate and undergraduate students on selected sub-projects within the software architecture.

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Job Posting

Job ID: 10614
Location: Vancouver - Hospital Site
Employment Group: Management&Professional (AAPS)
Job Category: Statistical Analysis
Classification Title: Statistical Analysis, Level A **Business Title:** Statistician
Department: James Hogg iCAPTURE Centre
Salary: \$51,099.00 - \$61,343.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2011-08-01
Job End Date: 2012-07-31 **Possibility of Extension:** Yes
Funding Type: Grant Funded
Other:
Date Closed: 2012-01-08 **Available Openings:** 1

Job Summary

To provide statistical analysis and investigate the association between genetic polymorphisms and a variety of environmental factors causing asthma and allergic diseases, and manage the team under the guidance of the Team Lead. This position is implementing advanced quantitative methods determined by collaborative efforts of an international research consortium.

Organizational Status

This position reports directly to the Team Lead. The incumbent will work collaboratively with other team members to analyze data. The incumbent will work within a team of clinical and basic science investigators to analyze genetic data on large cohorts of subjects and patients involved in a large scale genetics project. The position will have a dedicated workspace, including desk, computer, software, and filing cabinet space. The workspace will be in a shared office work station.

Work Performed

- Develops analysis plans and performs analysis for genetic association studies to identify genetic factors involved in disease susceptibility.
- Develop analysis plans for gene-environment interaction studies using multivariate regression (logistic and linear). Work with multiple study designs and populations and phenotypes.
- Mentors junior statisticians and students, delegates work to the team members.
- Collaborates with other researchers and statisticians in the identification and completion of assigned research projects. The incumbent will write statistical reports, present the results in scheduled meetings and participate in writing scientific journal papers.
- Presents posters at conferences, writes academic manuscripts and technical reports.
- Performs other related duties, as required.

Supervision Received

The incumbent will meet with the Team Lead on a regular basis and also exercise independent judgment regarding scheduling and timely completion of tasks.

Supervision Given



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Will provide guidance to junior statisticians and students.

Consequence of Error/Judgement

The position requires statistical judgment to identify sound analytic techniques for research projects.

Qualifications

Post-graduate degree in Statistics. PhD in Statistical Genetics, Genetic Epidemiology, Biostatistics or related field preferred. Minimum of two years experience in research analysis or the equivalent combination of education and experience. Alternatively, a MSc in Statistics or Statistical Genetics and substantial years of experience in statistical genetics. Prior experience in genetic research or statistical genetics is recommended. Proficient in programming and statistical software applications. Ability to use SAS, SPSS and program in R or S-Plus. Programming skills in PERL would be preferred. Effective oral and written communication, organizational, multi-tasking, problem-solving and interpersonal skills. Accuracy and attention to detail.

UBC hires on the basis of merit and is committed to employment equity. All qualified persons are encouraged to apply. UBC is strongly committed to diversity within its community and especially welcomes applications from visible minority group members, women, Aboriginal persons, persons with disabilities, persons of any sexual orientation or gender identity, and others who may contribute to the further diversification of ideas. Canadians and permanent residents of Canada will be given priority.



Job Posting

Job ID: 12018
Location: Vancouver - Point Grey Campus
Employment Group: Management&Professional (AAPS)
Job Category: Cooperative Education
Classification Title: Coop.Education, Level B **Business Title:** COOP Ed Coordinator & Recruit.Officer WOOD SCIENCE
Department: Department of Wood Science
Salary: \$55,187.00 - \$66,252.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2012-02-01
Job End Date: 2013-01-31
Funding Type: Budget Funded
Other:
Date Closed: 2012-01-12 **Available Openings:** 1

Job Summary

Marketing, coordinating and selling related wood products processing placement programs to new and existing local, national and international employers and professional associations.

Provides recruitment and student advising services to prospective undergraduate students in the area of admissions, program advising, and career planning; also involved in the recruitment and retention of current students into the Co-op Program.

Responsible for developing, implementing and managing promotional and recruiting strategies designed to attract students to the Wood Products Processing undergraduate program and Co-op Program.

Organizational Status

Reports directly to the Wood Products Processing Program Director.

Works in close cooperation with faculty members in evaluating students and assisting faculty advisors to monitor students' progress, evaluating assignments, assigning grades, and determining co-op graduates. Member of the WPP Co-op Steering Committee which governs the Co-op Program. Member of Forestry Student Services (SST) which is engaged in Faculty-wide undergraduate recruitment, retention, and advising initiatives.

Liaises with UBC Co-op Council, comprised of Directors and Managers from each UBC Co-op Program with the purpose of working collaboratively to market co-op, internally and externally, and maintain program standards across campus. Liaises with the other student services personnel within the Faculty of Forestry, other UBC units, other institutions, industry representatives, and external agencies.

Work Performed

Coordinates Co-op Program in concert with the other aspects of the Wood Products Processing Undergraduate Program.

Researches, identifies, secures and administers potential clients within a national industry, who would benefit from involvement with the UBC Wood Products Processing Co-op Program.

Initiates, develops, maintains and promotes relationships with members of the forest industry, government agencies, and non-governmental organizations to promote programs.

Determines employers' requirements and evaluates suitable candidates to match the two together appropriately.



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Designs, develops, and delivers pre-employment training programs and assesses effectiveness of training programs by continually evaluating student preparation for the workplace.

Coordinates on-site visits to monitor and evaluate the technical requirements of the student placement and the employer environment with respect to working conditions, safety standards, and academic requirements of the position.

Coordinates evaluation of student performance in the work place and assists with resolving performance issues.

Liaises with other departments within the Faculty and across campus to promote and run an effective co-op program.

Researches international work permit requirements and ensures all legal and immigration policies are followed when placing students outside of Canada and for international students working within Canada.

Maintains involvement in professional associations in the area of wood products processing and Co-op Education.

Reports on student placement statistics, employer profiles, local, national and international work placements and closure rates on posted positions, as well as on recruitment statistics.

Liaises with international placement programs, such as Co-op Japan.

Evaluates and recommends students for admission to the co-op program.

Oversees relevant fee collection and course registration for co-op program.

Provides career advising and counselling to prospective and current students, and coaches students on job search process.

Develops content for and maintains Co-op Program and recruitment websites. Ensures WPP content on Faculty site, and others, is current.

Develops and implements policy for Co-op Program in consultation with WPP Steering Committee & UBC Co-op Council.

Develops, maintains, monitors, and reports annual budget for co-op, recruiting and promotion activities.

Develops, implements and maintains comprehensive databases to track prospective student information; co-op student placements; and current and prospective co-op employers.

Designs, updates, and implements recruiting strategies to recruit students into WPP undergraduate programs and current students into Co-op Program.

Develops, writes and produces a variety of promotional and informational materials including brochures, information sheets, and articles for publication.

Coordinates distribution of promotional materials to industry, government, educational institutes, and students.

Communicates and interprets undergraduate admissions policies and procedures to students, parents, and counselors.

Assists employers seeking to hire WPP alumni and graduating students and distributes job postings for permanent positions.

Maintains undergraduate and alumni email lists.

Assists in the day-to-day activities related to the processing of undergraduate applications. This task includes all phases of follow up required to maintain effective contact with potential and actual applicants to the program.

Alerts Faculty of Forestry Director of Student Services with respect to admission cases requiring additional Faculty review,



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changes to Faculty requirements, and transfer credit information.

Liaises with UBC Enrolment Office in special admission cases requiring additional attention.

Provides prospective students with information regarding transfer programs.

Participates in offering tours and making presentations to high school counselors, teachers, and students.

Develops and organizes an annual recruiting plan to visit secondary schools, technical institutes, colleges, universities, trade shows and career educational fairs.

The position requires effective coordination and delivery of presentations, workshops, consultation sessions and use of display unit.

Performs general administrative duties.

Performs other duties as required.

Supervision Received

Works autonomously under the general direction of the Program Director of the Wood Products Processing Program. Work will be subject to review in relation to program goals.

Supervision Given

May provide administrative and technical guidance to support staff, co-op student, work study student, or volunteers.

Consequence of Error/Judgement

Makes independent decisions and recommendations in areas of planning, organizing and scheduling of work.

Incorrect decision can compromise number and quality of student applicants to the program. Failure to adequately assess employers could result in students being placed in inappropriate work environments.

Failure to assess and prepare students for appropriate technical work placements could result in loss of credibility of the program with industry. Failure to intervene and resolve student work placement performance problems could result in loss of working relationships between industry and the program.

Failure to apply policies and procedures established by UBC Senate could result in loss of accreditation and or financial support.

The position carries the responsibility for advising prospective students, parents, school counselors, teachers and the general public with accurate information about admission requirements, transfer program requirements, and general university information.

Statistical and general program information must be accurate and timely because of its wide distribution to internal departments such as Enrolment Services and the Student Recruitment Office, and numerous external organizations such as educational institutions, companies, and government departments.

Qualifications

Undergraduate degree in a relevant discipline. Prefer Engineering, Forestry or Science and knowledge of and experience with Cooperative programs or Human Resource Management is beneficial. Minimum of four years experience or the equivalent combination of education and experience. Preferably to have work experience in the wood manufacturing industry, relating to marketing, evaluation, or co-op education or an equivalent combination of experience and education considered. Minimum of two years of related experience in post-secondary student services is required. Work experience in the areas of marketing and or public relations or a background in recruitment from post-secondary or industry is desirable. Ability to effectively market and present program. Ability to communicate effectively verbally and in writing. Ability to provide effective and appropriate guidance and



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counsel. Ability to design and deliver pre-employment programs is desired. Ability to deal with a diversity of people in a calm, courteous, and effective manner

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Job Posting

Job ID: 11975
Location: Vancouver - Point Grey Campus
Employment Group: Management&Professional (AAPS)
Job Category: Development Office
Classification Title: Development Office, Level D3 **Business Title:** Manager of Development, Applied Science
Department: Development Office
Salary: \$64,369.00 - \$77,274.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2012-02-13 **Ongoing:** Yes
Job End Date:
Funding Type: Budget Funded
Other:
Date Closed: 2012-01-15 **Available Openings:** 1

Job Summary

The incumbent of this position is responsible for managing ongoing operations of development programs and or resource development activities at a total program level of an average of \$5+ million. As a Manager of Development, the incumbent coordinates and integrates operational efforts in all areas that affect fundraising in support of the overall fundraising program, and may be expected to personally raise major gifts in support of established funding priorities.

Responsible for managing much of the liaison with, other development and alumni engagement portfolio units; responsible for managing the strategy for the prospect pipeline; responsible for planning and reporting. Will work directly with senior university administration and manage complex relationship with multi-unit stakeholders.

Annual targets to be set by workplan goals and objectives. If position has direct donor contact, metrics and financial goals are included as per the annual work plan.

Organizational Status

Reports to: One of: Director Assistant Dean or Executive Director of Development.

Works with: UBC faculty and staff involved in fundraising including the VP, Development and Alumni Engagement, AVP Development, the President of the University and other senior administrators as appropriate.

Contacts: Donors and outside community groups and organizations.

Work Performed

- Works closely with the Director Assistant Dean or Executive Director of Development, and senior management to facilitate maximum private and public sector support for the University;
- Oversees administrative operations of the unit, including: strategic administrative planning, overall workflow and information flow, including donations reporting, and records and the unit's budget;
- Responsible for managing complex relationships involving donors, other campus units, other DAE units and colleagues and maintaining communications that are critical to the success of the fundraising program;
- Manages the liaison between the Faculty unit and other development and alumni engagement portfolio units (i.e. Research,



Prospect Management);

- Oversees implementation of appropriate donor recognition; ensuring acknowledgement and stewardship programs are in place;
- May develop and manage a personal portfolio of major gift prospects making face-to-face visits for the purposes of discovery, cultivation and solicitation strategies for prospects at the major gift level (defined as \$25,000 and up);
- May oversee and or develop proposals and may work with donors to generate gifts for priority projects;
- Manages strategy for the donor pipeline, ensuring that donor records are up to date, and is expected to be an expert user of the Blackbaud relationship management system
- Manages and motivates staff, responsible for hiring, training and terminating staff, conducts annual staff evaluations, performance reviews , ensuring benchmarks and performance goals are achieved;
- Plans and approves professional development for unit staff, reviews annual benchmarks and performance goals across the unit to ensure these are achieved;
- Performs other related duties as required.

Supervision Received

The incumbent works under general direction according to broad objectives. Works independently with discretion relating to donor negotiations, policy administration and interpretation, and administrative responsibilities. Overall strategic planning on global fund-raising initiatives is executed in consultation with manager.

Supervision Given

The incumbent is responsible for the supervision and oversight of development officers and support staff within the Faculty.

Consequence of Error/Judgement

The position is a critical point of contact for donors and university staff in relation to development activities. The Manager is expected to make decisions and recommendations impacting a total development program of \$5+ million. Incorrect interpretation or communication of university policy and procedures or lack of tact, diplomacy or sensitivity in dealing with major donors and senior administrators could potentially result in damaged relationships and credibility, leading to the potential loss of these donations.

The incumbent participates in decisions concerning the planning, organization and utilization of staff, staff selection and job performance reviews.

Qualifications

Undergraduate degree in a relevant discipline. A graduate degree and or an undergraduate degree in commerce, marketing or economics is preferred. A minimum of 5 years of experience including experience in major-gift fundraising and strategy development or the equivalent combination of education and experience. Requires UBC wide knowledge and understanding of priorities, projects and opportunities. Ability to work independently while exercising good judgement at all times.

Well-developed analytical and problem-solving skills are required, along with skills in conflict resolution. Strong conceptual abilities combined with high attention to detail. Ability to work simultaneously on a variety of complex projects with imposed deadlines. Ability to formulate strategic plans. Ability to communicate effectively verbally and in writing. Strong interpersonal and negotiation skills required in liaising with major donors, corporate executives and senior university administration. Proven ability to work with the University's senior-most donors to advance the University's mission. Tact, diplomacy, discretion and sound judgement required. The incumbent should have exceptional management abilities, including the ability to plan, coordinate and supervise the work of others, in order develop the abilities of the fundraising team as well as to execute a variety of complex projects with imposed deadlines. Computer experience required; MS Windows environment, Microsoft Office preferred. Experience working with a centralized fundraising system an asset.



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Job Posting

Job ID: 11932
Location: Vancouver - Point Grey Campus
Employment Group: Management&Professional (AAPS)
Job Category: Development Office
Classification Title: Development Office, Level F **Business Title:** Senior Associate Director, Faculty of Science
Department: Development Office
Salary: \$73,448.00 - \$91,809.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2012-02-06 **Ongoing:** Yes
Job End Date:
Funding Type: Budget Funded
Other:
Date Closed: 2012-01-08 **Available Openings:** 1

Job Summary

This position is responsible for assisting with the preparation and monitoring of unit goals, managing and evaluating design, development, and coordination of projects. Broad responsibility for unit's operations in Director Assistant Dean's absence. Also responsible for components of a defined development program at an average \$20+million level with 10+ staff, or managing resource development activity at an average of \$4+million annually and responsibility for dealing with complex, confidential information where consequence of error is high. If position has direct donor contact, metrics are included. If no direct donor contact, annual targets to be set by work plan goals and objectives.

Organizational Status

Reports to: One of: Director Assistant Dean or Executive Director of Development.

Works with: UBC faculty and staff involved in fundraising including the VP Development, AVP, Development, the President of the University and other senior administrators as appropriate.

Contacts: Donors and outside community groups and organizations.

Supervises: May supervise Associate Directors, Development Officers, Development Coordinators, support staff.

Work Performed

- Works closely with the Director Assistant Dean or Executive Director and senior management to facilitate maximum private and public sector support for the University;
- Assists with the preparation and monitoring of unit goals, manages and evaluates design, development, and coordination of projects;
- May oversee daily operations of the program or unit including: development and implementation of strategies for closing major gift solicitations; coordinating staffing for major gift solicitations. Oversees administrative functions of the program or unit including: development and implementation of individual plans for identifying, cultivating, soliciting, and stewarding major gift prospects and donors; oversees implementation of appropriate donor recognition; ensuring acknowledgement and stewardship programs are in place;
- Develops and manages a personal portfolio of major gift prospects (75-150) making face-to-face visits (125-200 annually) for the



purposes of discovery, cultivation and solicitation (20-25 annually) for prospects at the major gift level (defined as \$25,000 and up). Or annual targets to be set by work plan goals and objectives as approved by Executive Director;

- Develops proposals and works with donors to generate gifts for priority projects;
- Manages the donor pipeline, ensuring that appropriate strategies are in place and acted on;
- Involved in managing and motivating staff; may also be responsible for: planning and approving professional development for staff, hiring, training and terminating staff, conducting performance reviews to ensure annual benchmarks and performance goals are achieved;
- Mentors and develops fundraising staff, including working with them to develop strategy for donor cultivation and solicitation, "making the ask";
- Generates donor prospect solicitation materials and correspondence;
- Performs other related duties as required.

Supervision Received

The incumbent works under general direction according to broad objectives. Works independently with discretion relating to donor negotiations, policy administration and interpretation, and administrative responsibilities. Overall strategic planning on global fund-raising initiatives is executed in consultation with the Director.

Supervision Given

May supervise Associate Directors, Development Officers, Development Coordinators and or support staff. Will have responsibility to mentor junior staff.

Consequence of Error/Judgement

The position is a critical point of contact for donors and university staff in relation to development activities. The Senior Associate Director is expected to make decisions and recommendations impacting the overall development program of the unit. Incorrect interpretation or communication of university policy and procedures or lack of tact, diplomacy or sensitivity in dealing with major donors and senior administrators could potentially result in damaged relationships and credibility, leading to the potential loss of these donations.

This position is also critical in advising and ensuring proper interpretation and implementation of academic and fiscal policies for fundraising, senior administrators, and development staff. The Senior Associate Director is responsible for a portfolio of donors and prospects. If inappropriate advice, incorrect interpretation or improper financial analysis were conveyed to major donors or senior university administrators, millions of dollars could be incorrectly administered or unavailable for disbursement. UBC could be in direct violation of stewardship and trusteeship obligations to donors and for funds received through bequests.

The incumbent participates in decisions concerning the planning, organization and utilization of staff, staff selection and job performance reviews.

Qualifications

Undergraduate degree in a relevant discipline. Education: Minimum of an undergraduate degree in an applicable discipline; and a graduate degree and or an undergraduate degree in commerce, marketing or economics is preferred. A minimum of 7 years of experience including experience in major-gift fundraising and strategy development or the equivalent combination of education and experience. Experience: A minimum of seven years' related experience or an equivalent combination of education, training and experience. Proven experience in Major-Gift fundraising and skilled in strategy development. Thorough knowledge of the university environment and academic structure is preferred. 3 years experience meeting or exceeding annual metrics at the Associate Director level, or equivalent. Experience working with a centralized fundraising system an asset. Ability to effectively recruit, train, supervise, and motivate employees. Ability to negotiate effective settlements. Ability to develop and implement strategic business plans. Ability to develop and maintain cooperative and productive working relationships. Ability to analyze problems, identify key information and issues, and effectively resolve. Ability to exercise sound judgment. Ability to



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exercise tact and discretion. Ability to effectively manage multiple tasks and priorities. Ability to work effectively independently and in a team environment. Ability to be thorough, accurate, and have a high level of attention to detail. Ability to communicate effectively verbally and in writing. Ability to effectively use at an intermediate level. (e.g., Outlook, MS Word, MS Excel)

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Job Posting

Job ID: 12022
Location: Vancouver - Point Grey Campus
Employment Group: Management&Professional (AAPS)
Job Category: Facilities Planning & Engineer
Classification Title: Facilities Planning, Level C **Business Title:** Manager, Strategic Planning
Department: CampusCommPln-Sustainability
Salary: \$67,383.00 - \$84,230.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2012-02-06
Job End Date: 2012-02-06 **Possibility of Extension:** Yes
Funding Type: Budget Funded
Other:
Date Closed: 2012-01-19 **Available Openings:** 1

Job Summary

The Manager, Strategic Planning is responsible for:

1. Developing the university's operational sustainability strategy (OSS). The Manager will guide operational units in identifying and developing their strategic sustainability goals and identifying the performance metrics needed to track progress in achieving them. The OSS will be developed to support achieving sustainability goals at the unit level and the university's overall sustainability goals.
2. Developing the Campus Sustainability Engagement Plan. The plan will be developed to support UBC's resource conservation plans (energy, climate, water and waste) and Campus Sustainability's signature engagement programs. The Manager will use the Community Based Social Marketing (CBSM) method, or similar, to target normative behaviours that support operational sustainability.

The Manager will use the principles of inclusive and open consultation and appreciative inquiry.

This position supports the Director in strategic and work planning for Campus Sustainability.

Organizational Status

Operates within Campus Sustainability, a unit of the Campus and Community Planning department. Reports to the Director, Operational Sustainability. Also relates to the Director, Public Engagement, Campus and Community Planning.

Working Relationships

Reports to the Director, Operational Sustainability. Coordinates with the Director, Public Engagement, Campus and Community Planning. Has direct contact with various deans, department heads, managers and external organizations to support the development and implementation of the OSS and Engagement Strategy.

Work Performed

Operational Sustainability Strategy (OSS)

1. Guide development of unit level sustainability strategies that will support UBC's overall sustainability goals.
2. Prioritize units in terms of impact and define a schedule for implementation. Select high impact and enthusiastic units for first round inclusion.



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3. Best practice review of operational sustainability goals and performance metrics.
4. Guide campus units in developing their sustainability goals
5. Guide campus units in identifying the organizational and behavioural barriers to achieving their sustainability goals.
6. Guide units in identifying action plans to overcome barriers and achieve their sustainability goals.
7. Guide campus units in developing performance indicators for tracking progress and a commitment and accountability framework for achieving goals and monitoring progress.
8. Strategic program planning for UBC's SEEDS Program to support units in achieving their sustainability goals.
9. Write and coordinate production of the OSS report.

Operational Sustainability Strategy Monitoring and Reporting

1. Design and implement systems to measure and report on UBC's operational sustainability performance.
2. Design and implement quality management systems to ensure the quality of data collected and repeatability of data collection.

Engagement Strategy

1. Lead development of an engagement strategy with the goal of fostering a culture of sustainability at UBC and supporting resource conservation plans (climate, energy, water, waste, transportation).
2. Pre-Planning: Research and prioritize high impact behaviours that have a high likelihood of adoption. Identify and analyze target audiences.
3. Barrier Analysis: Identify and address organizational or other barriers to these behaviours.
4. Behaviour Change Program Design: Design a program to overcome perceived barriers and motivate sustained behaviour change.
5. Implementation, Evaluation and Recognition: Develop an implementation plan that recognizes and integrates existing behavior programs and includes pilot programs, evaluation steps, scale up, reward and recognition, feedback and continuous improvement.
6. Pilot Programs: Run pilot programs and evaluate results.
7. Strategic program planning for UBC's SC Program to support the behavior change program.
8. Write and coordinate production of the Engagement Strategy report.

Sustainability Office Strategic Planning and Policy Development

1. Support the Director in developing and reporting on Campus Sustainability strategic plans and annual work plan.
2. Provide policy advice to the Director, including briefing notes and discussion papers.

Special Projects

As required. Other duties as assigned.

Supervision Received

This position is expected to function with a high degree of autonomy and independence. Major assignments are reviewed by the Director, Sustainability Office. Progress will be measured through submission of monthly and quarterly reports to the Director, which may ultimately contribute to formal reports submitted to the UBC Executive or Board of Governors. Verbal progress reports and periodic review of assignments tasks will be required.

Supervision Given

Plans, manages, coordinates, oversees, reviews and monitors work of internal staff and external consultants as required.

Consequence of Error/Judgement

Error in strategy, analysis, diplomacy and communication will result in unsatisfactory results, loss of stakeholder and community support and funding sources. Image and profile of the Campus Sustainability Office could be permanently impacted.

Qualifications

University degree in a specialization, e.g., Architecture, Engineering, Community Planning, etc.. Eligibility for membership in a



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professional Institute or Association. Undergraduate degree in the social or environmental sciences, planning, public policy or communications.

Masters degree in planning, communications or business administration preferred. Minimum of six years experience including experience in related technical fields, project coordination and cost control or the equivalent combination of education and experience. Minimum six years experience in strategic planning, policy development, social marketing communications, the academic sector and project management. Experience with, corporate sustainability programs and business practice management preferred. Strategic planning, program management, project coordination, group facilitation, consensus building, committee management, policy development, communications, consultation and conflict resolution are essential. Experience with appreciative inquiry approach and the ability to relate professionally to executives as well as operational unit staff. Sound knowledge of, and background in, sustainability and the academic or education sector. Demonstrable experience with strategic planning, community based social marketing methods as they relate to communication planning, including the development and implementation of strategic communications and social marketing plans. Excellent written and spoken communication skills. Knowledge of UBC and university practices an asset. Evidence of a background in corporate social responsibility sustainability strategy and reporting including indicator development. Demonstrated commitment to sustainability.

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Job Posting

Job ID: 11943
Location: Vancouver - Point Grey Campus
Employment Group: Management&Professional (AAPS)
Job Category: Student Management
Classification Title: Student Management, Level D **Business Title:** Student Development Officer- APSC
Department: Applied Science, Deans Office
Salary: \$55,187.00 - \$66,252.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2012-01-23
Job End Date: 2012-06-19
Funding Type: Budget Funded
Other: Leave Replacement
Date Closed: 2012-01-02 **Available Openings:** 1

Please note: This is a five-month leave replacement position. The ideal candidate will have a Student Affairs background with knowledge of UBC Engineering and/or UBC.

Job Summary

The Student Development Officer is responsible for developing, delivering, and evaluating services and programs that support undergraduate co-curricular student learning, leadership and engagement, and opportunities for professional development for students in the Faculty of Applied Science (targeting only engineering students at this time). The UBC Office of Student Development and the Faculty of Applied Science jointly fund this position.

Organizational Status

The incumbent will report jointly to the Assistant Dean, Engineering Students in the Faculty of Applied Science and the Director of the Office of Student Development. The incumbent will also work closely with the Engineering Student Services Office and liaise with other student life personnel organizations and faculty advisors. The incumbent will supervise professional and student staff. The incumbent will take on the leadership role in cross-functional team projects within the Office of Student Development and may supervise student interns seeking a student development work experience.

Work Performed

1. Student Leadership and Engagement Programs in Applied Science
 - Support and enhance the development of "engineering clubs" and the learning opportunities these offer to Applied Science students (ongoing)
 - Create and implement ways for students to participate in, lead and direct the programs for students (ongoing)
 - Create and maintain an open environment for students to ask questions about and investigate learning and service opportunities, such as engineering student competitions, Engineers without Borders, the Learning Exchange, peer program opportunities (ongoing)
 - Collaborate with staff in Student Development & Services (including Career Services, Counselling Services, , International Student Development) in order to build resources and programs to enhance the undergraduate experience of Applied Science students (ongoing)
 - Evaluate student leadership and engagement programs and services in the Faculty of Applied Science; make recommendations and develop the plan to implement these (ongoing)
 - Coordinate the Professional Activities Fund (PAF) which adjudicates funding for professional development activities of UBC engineering students. (ongoing)



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2. Co-Curricular Programs and Professional Development Programs

- Design and manage aspects of professional development co-curricular learning activities including coordinating and facilitating workshops (ongoing)
- Serve as Women in Engineering (WIE) program advisor to support current female students in engineering and identify strategies to create a more welcoming culture in engineering. (ongoing)

3. Transition In for Undergraduate Students

- Support UBC Student Development and the Engineering Undergraduate Society (EUS) in their efforts to make Imagine UBC a success for incoming engineering students (August - September)
- Coordinate workshop sessions to ease academic transition into university for new incoming students (August - September)

4. Transition Out for Undergraduate Students

- Support students in considering their academic and life plan by identifying initiatives and building connections (ongoing)
- Liaise with UBC units (Career Services, the AMS, the Alumni Association), APSC units and community organizations to develop and deliver programming to help students meet their career goals and support life planning (ongoing)

5. General Duties

- Serve as Team lead in the Engineering Student Development office, including overall supervision of professional and student staff and unit budget.
- Provide leadership and direction in ensuring successful integration of Student Development into the Engineering Student Services Office (ESS) to improve service delivery to engineering students,
- Responsibilities as a member of the Engineering Student Services Office (ESS) in the Faculty of Applied Science, under the direction of the Assistant Dean, Engineering Students.
- Responsibilities within the Office of Student Development under the direction of the Director, Student Development
- Perform other duties as required

Supervision Received

Working under the general direction of the Assistant Dean, Engineering Students, the incumbent will exercise considerable judgment and innovation in developing and implementing Student Development Programs and co-curricular learning in the Faculty of Applied Science.

Supervision Given

The incumbent supervises staff and student employees and volunteers. The incumbent will be required to take responsibility for projects that are substantially carried out by others, including faculty, staff, and student volunteers who are not directly supervised by the Student Development Officer. The incumbent must work cooperatively with other staff, students and faculty to ensure that common goals are established and achieved.

Consequence of Error/Judgement

Providing incomplete or inaccurate information to students can have a strong adverse impact on UBC's ability to recruit students and on students' ability to achieve their academic and professional goals. Poor management of staff or volunteers may lead to inefficiency, discontent or grievances. Inability to work cooperatively with students, staff, and faculty will jeopardize the effective provision of services to students.

Qualifications

Undergraduate degree in a relevant discipline. . Minimum of four years experience or the equivalent combination of education and experience. Preferred - Master's Degree in a relevant discipline (or comparable experience) with at least four years of experience at a post-secondary institution. Past experience in directing, supporting, and managing effective student development programs and co-curricular programs.



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Past experience in evaluating program delivery and impact.

Expertise and experience as a trainer, teacher, or learning specialist. Excellent interpersonal skills and cross-cultural sensitivity are pre-requisites.

Excellent writing and oral communication skills required.

Excellent computer skills and willingness to learn to use new systems. Ability to manage the complexity inherent within a multi-faceted work environment focused on broad outcomes for students. Registration with the Association of Professional Engineers and Geoscientists of British Columbia as a professional engineer or as an engineer-in-training may be an asset.

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Job Posting

Job ID: 12010
Location: Vancouver - Hospital Site
Employment Group: Technicians & Research Assists
Job Category: Research/Technical - Non Union
Classification Title: Research Asst/Tech 1 **Business Title:** Research Asst/Tech 1
Department: Centre for Hip Health
Salary: \$36,122.00 - \$37,889.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2012-01-23
Job End Date: 2013-03-31 **Possibility of Extension:** Yes
Funding Type: Grant Funded
Other:
Date Closed: 2012-01-09 **Available Openings:** 1

Job Summary

Duties include: Ordering and tracking lab supplies, data entry, lab maintenance and other related duties

Organizational Status

The research assistant reports to the Centre's Research Engineer and Lab Coordinator who reports to the Research Operations Manager

Work Performed

Ensuring the cleanliness and organization of all labs
 Tracking and ordering of all lab supplies.
 Data entry into the Research Operations Database
 Lab space in VGH Research Pavilion and Robert H N Ho Research Centre.

Supervision Received

Works under the direct supervision of the Centre's Research Engineer and Lab Coordinator in the lab.

Supervision Given

None.

Consequence of Error/Judgement

The person needs to be careful and adhere to all of the Health and Safety regulations that govern the labs

Qualifications

High School graduation. High school graduation (an undergraduate degree in health related field is preferred). Minimum of 1 year of related experience or the equivalent combination of education and experience. Minimum one year of related experience. Ability



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to communicate effectively in writing. Ability to communicate effectively verbally. Ability to work in a team environment.
Ability to work independently with minimal supervision.

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Job Posting

Job ID: 12019
Location: Vancouver - Hospital Site
Employment Group: Technicians & Research Assists
Job Category: Research/Technical - Non Union
Classification Title: Research Asst/Tech 2 **Business Title:** Research Asst/Tech 2
Department: Centre for Hip Health
Salary: \$38,116.00 - \$41,769.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2012-01-09
Job End Date: 2013-03-31 **Possibility of Extension:** Yes
Funding Type: Grant Funded
Other:
Date Closed: 2012-01-04 **Available Openings:** 1

This position is expected to be filled by promotion reassignment and is included here to inform you of its vacancy at the University.

Job Summary

Duties include overseeing ordering and tracking lab supplies and data entry, coordination of lab maintenance and booking, management of the Research Operations Database and other related duties.

Organizational Status

The research assistant will report to the Centre's Research Engineer, who reports to the Research Operations Manager.

Work Performed

Overseeing the cleanliness and organizations of all labs.
 Overseeing the tracking and ordering of all lab supplies.
 Management of the Research Operations Database.
 Coordinate the usage of lab space in the VGH Research Pavilion, the Robert H.N. Ho Research Centre, the Open MR Suite in the Centennial Pavilion, and the Mobile Research Laboratory.
 Provides support to the Research Engineer.
 Other duties as required.

Supervision Received

Works under the direct supervision of the Centre's Research Engineer and Lab Coordinator in the lab.

Supervision Given

Provides some supervision to the Facilities and Operations Assistant.

Consequence of Error/Judgement

This person need to be careful and adhere to all of the Health and Safety regulations that govern the labs.



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Qualifications

High School graduation. . Minimum of 2 years related experience or the equivalent combination of education and experience. Ability to maintain accuracy and attention to detail. Ability to effectively use <job-specific software> at a basic level. (e.g., Outlook, MS Word, MS Excel) Ability to effectively manage multiple tasks and priorities. Ability to work effectively independently and in a team environment. Ability to communicate effectively verbally and in writing. Familiarity in a lab environment.

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Job Posting

Job ID: 11927
Location: Vancouver - Hospital Site
Employment Group: Technicians & Research Assists
Job Category: Research/Technical - Non Union
Classification Title: Research Asst/Tech 3 **Business Title:** Autonomic / Cardiovascular Research Assistant
Department: iCORD
Salary: \$40,190.00 - \$43,829.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2012-02-01
Job End Date: 2014-01-31
Funding Type: Grant Funded
Other:
Date Closed: 2012-01-05 **Available Openings:** 1

Job Summary

Assists with research activities of a discovery science laboratory with a focus on cardiovascular and autonomic function after spinal cord injury in rodent models.

Organizational Status

ICORD is an interdisciplinary Spinal Cord Injury (SCI) research centre in the Faculty of Medicine. ICORD researchers are based at the Blusson Spinal Cord Centre, UBC Point Grey Campus, Vancouver General Hospital, GF Strong Rehabilitation Centre, and other sites in Greater Vancouver and across Canada.

The Krassioukov Lab is based at the Blusson Spinal Cord Centre.

The Research Assistant reports to the Principal Investigator of the research group but may receive instruction from senior staff as required during specific research tasks.

Work Performed

- Performs animal surgery and post-operative care (including surgical prep, surgery, injections, monitoring post-surgical health)
- Assists with experiments using histological, molecular, in vivo and in vitro techniques (histological techniques include, but are not restricted to, cryostat sectioning, immunohistochemistry, etc), necropsy (dissecting) and treating preparing the tissue for further analysis, microscopy (light, fluorescence, confocal and electron microscopy).
- Performs data analysis using digital imaging (Sigma Plot, Sigma Scan, Sigma Stat, excel, etc) and assists with the analysis and interpretation of experiment results and research data, including assembly, compilation and summary of statistical and other data
- Writes reports and presents research results at laboratory meetings
- Provides training to undergraduate students and junior staff members in the use of equipment, techniques and procedures
- Assists with the preparation of the grants and manuscript submission.
- Manages the research lab, including ordering materials and maintaining documentation; ensuring all lab equipment is clean and in good working order, and providing or arranges maintenance of technical equipment when required; performing regular data backups to ensure all research information is protected and available at all times.
- preparing and or maintaining media, buffers, reagents, solutions, cultures and related material for routine laboratory use.
- Performs other duties from time to time as required.

Supervision Received



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The Research Assistant will work independently from day to day, and will attend the weekly or biweekly scheduled lab meetings. Depending on specific research task assigned, work may be supervised under daily, weekly or monthly bases by the Principal Investigator, or by senior scientists on behalf of the PI.

Supervision Given

Although the Research Assistant is not expected to provide direct supervision to other staff under regular basis, he/she may act as a resource for undergraduate, work study and directed studies students.

Consequence of Error/Judgement

Carelessness during the performance of research duties, could reduce the quality of research conducted in the lab and jeopardize the lab's ability to secure funding by competing for research grants. The Research Assistant will be expected to exercise a considerable amount of judgment, responsibility, and initiative in determining work procedures and methods pertaining to the animal surgeries, and coordinate the work of the unit.

Qualifications

Undergraduate degree in a relevant discipline or Graduation from a technical college or institute. Masters degree an asset. Minimum of 3 years related experience or the equivalent combination of education and experience. Demonstrated experience in animal handling and research. Computer experience required; experience in data analysis, particularly using SPSS statistical software is an asset. Demonstrated knowledge of MS office, Sigma Scan, Sigma Plot and Photoshop are an asset. Successful completion of UBC Chemical and Biohazard Safety courses an asset. Ability to perform basic hardware and software servicing of computer and other electronic equipments is an asset.

Required research skills include animal surgery and post-operative care, animal behaviour, necropsy and tissue extraction, immunohistochemistry and image analysis. Effective oral and written communication, interpersonal and organizational skills, and attention to detail are required, as is the demonstrated ability to work independently and within a team environment.

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